



County of Los Angeles **CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

August 10, 2004

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

QUARTERLY REPORT ON HIRING AND PROMOTION REQUESTS

On November 13, 2001, the Board reaffirmed and expanded the existing countywide hiring and promotional freeze policy in an effort to mitigate potential budget reductions. To monitor effectiveness and consistency in application of the amended policy, the Chief Administrative Office developed a quarterly report on hiring and promotional requests. This information is being provided to you as part of an ongoing effort to keep the Board informed of progress in this area.

For the fourth quarter of fiscal year 2003-04, 1,384 requests were received from departments. By the close of the quarter, 1,068 had been approved (consisting of 709 new hires and 359 promotions); 170 had been denied; and 146 were pending a decision. The approvals, which were critical to the mission of departments, consisted primarily of 339 new hires and 98 promotions in Public Social Services, 57 new hires and 24 promotions in Mental Health, 15 new hires and 42 promotions in Assessor, 21 new hires and 34 promotions in Public Defender, 25 new hires and 25 promotions in District Attorney, 23 new hires and 21 promotions in Internal Services, 32 new hires and 10 promotions in Registrar-Recorder/County Clerk, 11 new hires and 18 promotions in Animal Care and Control, and 19 new hires and nine promotions in Board of Supervisors. The first two pages of the attached report summarize these actions by department (Attachment I). The remaining pages provide detailed information, including type of authorization requested (i.e., hiring or promotion), classification, justification, approval or denial and the reason for the approval or denial (Attachment II).

Each Supervisor
August 10, 2004
Page 2

The report may not reflect hiring and promotional actions by departments that are exempt from the policy. Consistent with the Board's policy, these exemptions include health and safety positions, personnel funded through Special Districts/Special Funds, and other positions that are deemed critical to the department's operations. In addition, this report does not include hiring and promotional actions by the Department of Health Services (DHS) under the authority delegated to them by my office as part of their Item Management process.

If you have questions or need additional information, your staff may contact Sid Kikkawa at (213) 974-1133.

DEJ:DL
SK:QM:ljp

Attachments

qreport.bm

Hiring and Promotion Requests
Fiscal Year 2003-04
4th Quarter (April - June)

Department	Hires			Promotions			Total Request	Budgeted Positions
	Approved	Denied	Pending	Approved	Denied	Pending		
Affirmative Action Compliance	0	0	0	1	0	0	1	61.0
Agricultural Commissioner/Wts & Measures	0	0	0	1	0	0	1	360.0
Alternate Public Defender	2	0	0	15	0	0	17	238.0
Animal Care and Control	11	0	0	18	0	0	29	281.0
Assessor	15	0	0	42	0	0	57	1,515.0
Auditor-Controller	3	5	0	14	19	0	41	436.0
Beaches and Harbors	0	1	1	1	0	1	4	222.0
Board of Supervisors	19	0	21	9	4	9	62	310.0
Chief Administrative Office	10	0	0	1	0	0	11	429.0
Chief Information Office	0	0	0	0	0	0	0	17.0
Child Support Services	1	0	0	0	0	0	1	2,008.0
Children & Family Services	9	2	0	8	1	0	20	6,619.0
Community and Senior Services	2	1	0	3	1	0	7	544.0
Consumer Affairs	2	4	0	0	0	0	6	45.0
Coroner	0	0	0	1	0	0	1	218.0
County Counsel	1	0	0	1	0	0	2	534.0
District Attorney	25	0	0	25	0	0	50	2,094.0
Fire Department	0	0	0	0	0	0	0	4,003.0
Grand Jury	0	0	0	0	0	0	0	5.0
Health Services - A.I.D.S. Programs	0	0	0	0	0	0	0	235.0
Health Services - Alcohol and Drug Abuse	0	0	0	0	0	0	0	210.3
Health Services - Antelope Valley Cluster	0	0	0	0	0	0	0	601.7
Health Services - Children's Medical Services	2	0	0	0	0	0	2	949.7
Health Services - Coastal Cluster	11	0	0	0	0	0	11	3,256.6
Health Services - Health Services Admin	7	0	0	1	0	1	9	1,250.8
Health Services - Juvenile Court	0	0	0	0	0	0	0	191.0
Health Services - LAC+USC Healthcare Network	3	0	2	0	0	0	5	7,792.9
Health Services - Office of Managed Care	0	0	0	0	0	0	0	104.0
Health Services - Public Health Programs	7	0	0	1	0	0	8	2,671.1
Health Services - Rancho Los Amigos	4	0	0	0	0	0	4	1,396.7
Health Services - San Fernando Valley Cluster	4	0	0	0	0	0	4	2,119.0
Health Services - Southwest Cluster	4	0	0	0	0	1	5	3,184.5
Health Services - Systems Recovery Unit	0	0	0	0	0	0	0	19.0
Human Relations Commission	0	0	0	0	0	0	0	247.5
Human Resources	5	0	5	0	3	12	25	2,329.0
Internal Services	23	6	1	21	1	2	54	2,329.0

Hiring and Promotion Requests
Fiscal Year 2003-04
4th Quarter (April - June)

Department	Hires			Promotions		
	Approved	Denied	Pending	Approved	Denied	Pending
Mental Health	57	2	4	24	0	
Military and Veterans Affairs	0	0	0	0	0	
Museum of Arts	3	0	0	0	0	
Museum of Natural History	0	0	0	0	0	
Office of Ombudsman	0	0	0	0	0	
Office of Public Safety	14	0	4	3	0	
Parks and Recreation	18	0	27	4	0	
Probation	18	10	6	2	0	
Public Defender	21	0	0	34	0	
Public Library	0	0	0	0	0	
Public Social Services	339	101	0	98	6	
Public Works	0	0	0	0	0	
Regional Planning	3	1	0	0	0	
Registrar-Recorder/County Clerk	32	1	9	10	0	
Sheriff	18	0	22	14	0	
Superior Court	0	0	0	0	0	
Treasurer and Tax Collector	16	1	0	7	0	
Trial Courts Summary	0	0	0	0	0	
Totals	709	135	102	359	35	

HIRING AND PROMOTION REQUESTS
Fiscal Year 2003-04
4th Quarter (April - June)

DEPARTMENT REQUEST							CAO DISPOSITION			
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

Affirmative Action Compliance

11155

04/22/04	1	1682 A	SR DEPUTY AFFIRM ACTION COMPL OFF	1683 A	CHF DEP AFFIRM ACTION COMP OFFR(UO)	Promote	Critical Need	Approved	05/11/04	Critical Need
----------	---	--------	-----------------------------------	--------	-------------------------------------	---------	---------------	----------	----------	---------------

Hires - Approved	0
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	1
Promotions - Denied	0
Promotions - Pending	0
Total	1

Agricultural Commissioner/Wms & Measures

18730

04/29/04	1	2584 A	SYSTEMS AID	2585 A	SENIOR SYSTEMS AID	Promote	Performing duties of higher position	Approved	05/17/04	Concur with Department justification
----------	---	--------	-------------	--------	--------------------	---------	--------------------------------------	----------	----------	--------------------------------------

Hires - Approved	0
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	1
Promotions - Denied	0
Promotions - Pending	0
Total	1

Alternate Public Defender

15575

04/15/04	5	9251 A	DEPUTY PUBLIC DEFENDER III	9252 A	DEPUTY PUBLIC DEFENDER IV	Promote	Performing duties of higher position	Approved	04/20/04	Concur with Department justification
04/15/04	10	9248 A	DEPUTY PUBLIC DEFENDER II	9251 A	DEPUTY PUBLIC DEFENDER III	Promote	Performing duties of higher position	Approved	04/20/04	Concur with Department justification
05/11/04	1	2915 A	INVESTIGATOR II	2915 A	INVESTIGATOR II	Hire	Backfill - vacant positions	Approved	05/12/04	Concur with Department justification
06/21/04	1	8242 A	STUDENT WORKER			Hire	Critical Need - Provides direct client services	Approved	06/22/04	Concur with Department justification

HIRING AND PROMOTION REQUESTS
Fiscal Year 2003-04
4th Quarter (April - June)

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

Alternate Public Defender

15575

Hires - Approved	2
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	15
Promotions - Denied	0
Promotions - Pending	0
Total	17

Animal Care and Control

15850

04/01/04	9	2979 B	ANIMAL CONTROL OFFICER I	2979 A	ANIMAL CONTROL OFFICER I	Promote	Critical-Health and Safety	Approved	04/07/04	Critical Health and Safety/Revenue Generating
04/01/04	10			2978 B	ANIMAL SHELTER AID	Hire	Critical-Health and Safety	Approved	04/07/04	Critical Health and Safety/Revenue Generating
04/01/04	1			2214 A	INTERMEDIATE TYPIST-CLERK	Hire	Critical-Health and Safety	Approved	04/07/04	Critical Health and Safety/Revenue Generating
04/01/04	9	2978 B	ANIMAL SHELTER AID	2978 A	ANIMAL SHELTER AID	Promote	Critical-Health and Safety	Approved	04/07/04	Critical Health and Safety/Revenue Generating

Hires - Approved	11
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	18
Promotions - Denied	0
Promotions - Pending	0
Total	29

Assessor

10200

03/12/04	13	1136 A	INTERMEDIATE CLERK	1359 A	OWNERSHIP CLERK I	Promote	Mission critical	Approved	04/09/04	Revenue generating
03/29/04	1	2584 A	SYSTEMS AID	2585 A	SENIOR SYSTEMS AID	Promote	Critical Need	Approved	04/26/04	Revenue generating
03/30/04	2	2586 A	INFORMATION SYSTEMS ANALYST AID	2590 A	INFORMATION SYSTEMS ANALYST I	Promote	Critical Need - workload issues	Approved	04/26/04	Revenue generating
03/30/04	1	1138 A	INTERMEDIATE CLERK	1140 A	SENIOR CLERK	Promote	Performing duties of higher position	Approved	04/23/04	Revenue generating
04/08/04	2	1362 A	OWNERSHIP SERVICES SUPERVISOR I	1363 A	OWNERSHIP SERVICES SUPERVISOR II	Promote	Critical Need - workload issues	Approved	04/23/04	Vacancy rate within accepted range
05/04/04	23	1960 A	APPRAISER TRAINEE	1962 A	APPRAISER	Promote	Paired-Class Promotion	Approved	05/27/04	Concur with Department justification
05/04/04	15			1960 A	APPRAISER TRAINEE	Hire	Critical Need	Approved	05/27/04	Revenue generating

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

DEPARTMENT REQUEST							CAO DISPOSITION			
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

Assessor

10200

Hires - Approved	15
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	42
Promotions - Denied	0
Promotions - Pending	0
Total	57

Auditor-Controller

10700

04/09/04	1	0723 A	DIVISION CHIEF-AUDITOR-CONTROLLER	0721 A	ASSISTANT AUDITOR-CONTROLLER(U)	Promote	Performing duties of higher position	Approved	05/17/04	Concur with Department justification
04/22/04	1			0648 A	ACCOUNTANT III	Hire	Critical Need	Denied	06/01/2004	Critical need not demonstrated by Department
04/22/04	1			0713 A	PROGRAM SPECIALIST II,AUDITOR-CONT	Hire	Critical Need - workload issues	Approved	06/29/04	Concur with Department justification
04/22/04	3	2646 A	ASST ACCOUNTING SYSTEMS ANALYST	2647 A	ACCOUNTING SYSTEMS ANALYST I	Promote	Performing duties of higher position	Approved	05/05/04	Recovery through IFT verified
04/22/04	1			0642 A	ACCOUNTING TECHNICIAN I	Hire	Critical Need	Denied	05/17/04	Critical need not demonstrated by Department
04/22/04	2			0647 A	ACCOUNTANT II	Hire	Critical Need	Denied	05/17/04	Critical need not demonstrated by Department
04/22/04	4	0675 A	ACCOUNTANT-AUDITOR	0677 A	INTERMEDIATE ACCOUNTANT-AUDITOR	Promote	Performing duties of higher position	Approved	06/14/04	Recovery through IFT verified
04/22/04	2			0682 A	PRINCIPAL ACCOUNTANT-AUDITOR	Hire	Critical Need	Approved	06/29/04	Recovery through IFT verified
04/22/04	1			0648 A	ACCOUNTANT III	Hire	Critical Need	Denied	05/17/04	Critical need not demonstrated by Department
05/05/04	1	1366 A	TAX SERVICES CLERK I	1367 A	TAX SERVICES CLERK II	Promote	Performing duties of higher position	Approved	06/14/04	Revenue generating
05/05/04	1	1366 A	TAX SERVICES CLERK I	1367 A	TAX SERVICES CLERK II	Promote	Performing duties of higher position	Approved	06/28/04	Revenue generating
05/05/04	1	1367 A	TAX SERVICES CLERK II	1368 A	TAX SERVICES SPECIALIST	Promote	Critical Need - workload issues	Approved	06/28/04	Revenue generating
05/05/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	1366 A	TAX SERVICES CLERK I	Promote	Performing duties of higher position	Approved	06/14/04	Revenue generating
05/05/04	1	0643 A	ACCOUNTING TECHNICIAN II	0647 A	ACCOUNTANT II	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department
05/05/04	1	0713 A	PROGRAM SPECIALIST II,AUDITOR-CONT	0654 A	PRINCIPAL ACCOUNTANT-AUDITOR-CONT	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department
05/05/04	1	0677 A	INTERMEDIATE ACCOUNTANT-AUDITOR	0679 A	SENIOR ACCOUNTANT-AUDITOR	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department
05/05/04	1	1368 A	TAX SERVICES SPECIALIST	0643 A	ACCOUNTING TECHNICIAN II	Promote	Performing duties of higher position	Approved	06/14/04	Revenue generating
05/05/04	1	0646 A	ACCOUNTANT I	0647 A	ACCOUNTANT II	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department
05/05/04	1	2646 A	ASST ACCOUNTING SYSTEMS ANALYST	2647 A	ACCOUNTING SYSTEMS ANALYST I	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department
05/05/04	1	0713 A	PROGRAM SPECIALIST II,AUDITOR-CONT	0714 A	SENIOR ACCOUNTING SYSTEMS ANALYST	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department
05/05/04	1	2647 A	ACCOUNTING SYSTEMS ANALYST I	2649 A	SENIOR ACCOUNTING SYSTEMS ANALYST	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department
05/05/04	1	6026 A	COUNTY MESSENGER DRIVER	2214 A	INTERMEDIATE TYPIST-CLERK	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department
05/05/04	1	1367 A	TAX SERVICES CLERK II	0646 A	ACCOUNTANT I	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department
05/05/04	1	1572 A	CLAIMS INVESTIGATOR I,AUDITOR-CONT	1573 A	CLAIMS INVESTIGATOR II,AUDITOR-CONT	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department
05/05/04	1	0653 A	SUPERVISING ACCOUNTANT-AUDITOR-CONT	0654 A	PRINCIPAL ACCOUNTANT-AUDITOR-CONT	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department
05/05/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	2101 A	SENIOR SECRETARY II	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department
05/05/04	1	0748 A	FINANCIAL SPECIALIST II	1343 A	PAYROLL SPECIALIST II,AC	Promote	Performing duties of higher position	Denied	06/29/04	Concur with Department justification
05/05/04	1	0646 A	ACCOUNTANT I	0647 A	ACCOUNTANT II	Promote	Paired-Class Promotion	Approved	06/14/04	Critical need not demonstrated by Department
05/05/04	1	0897 A	SUPV.G ADMINISTRATIVE ASSISTANT II	0898 A	SUPV.G ADMINISTRATIVE ASSISTANT III	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department
05/05/04	1	0650 A	SENIOR ACCOUNTANT-AUDITOR-CONT	0653 A	SUPERVISING ACCOUNTANT-AUDITOR-CONT	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department
05/05/04	3	0642 A	ACCOUNTING TECHNICIAN I	0643 A	ACCOUNTING TECHNICIAN II	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

(continued)

Auditor-Controller

10700

05/05/04	1	1335 A	ASSISTANT SUPERVISING PAYROLL CLERK	1343 A	PAYROLL SPECIALIST I, A/C	Promote	Performing duties of higher position	Denied	06/14/04	Critical need not demonstrated by Department
----------	---	--------	-------------------------------------	--------	---------------------------	---------	--------------------------------------	--------	----------	--

Hires - Approved	3
Hires - Denied	5
Hires - Pending	0
Promotions - Approved	14
Promotions - Denied	19
Promotions - Pending	0
Total	41

Beaches and Harbors

27510

12/15/03	1	0977 A	PROGRAM MANAGER I	1772 A	MARKETING ANALYST	Promote	Backfill - vacant higher level position	Approved	06/14/04	Concur with Department justification
12/15/03	1			0977 A	PROGRAM MANAGER I	Hire	Backfill - vacant positions	Denied	06/14/04	Critical need not demonstrated by Department
06/22/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	2343 A	PROCUREMENT AID	Promote	Backfill - vacant higher level position	Pending		Pending review/additional information needed
06/22/04	1			1088 A	HEAD/MANAGEMENT SERVICES	Hire	Appointment necessary resulting from final DHH all	Pending		Pending review/additional information needed

Hires - Approved	0
Hires - Denied	1
Hires - Pending	1
Promotions - Approved	1
Promotions - Denied	0
Promotions - Pending	1
Total	4

Board of Supervisors

10010

11/21/03	1			1098 A	BOARD SPECIALIST	Hire	Critical Need - Provides direct client services	Approved	04/09/04	Vacancy rate within accepted range
02/25/04	2	1098 A	BOARD SPECIALIST	1099 A	INTERMEDIATE BOARD SPECIALIST	Promote	Incumbent working out-of-class	Denied	04/01/04	Critical need not demonstrated by Department
02/25/04	1	2346 A	PROCUREMENT ASSISTANT II	1099 A	INTERMEDIATE BOARD SPECIALIST	Promote	Incumbent working out-of-class	Denied	04/01/04	Critical need not demonstrated by Department
03/12/04	1	1108 A	HEAD BOARD SPECIALIST	0934 A	HEAD/STAFF SERVICES	Promote	Incumbent working out-of-class	Denied	04/01/04	Critical need not demonstrated by Department
03/30/04	1			1112 A	SR INFO RESOURCE SPEC/BD OF SUPVRS	Hire	Critical Position	Approved	04/01/04	Concur with Department justification
04/06/04	1			9934 A	SUPERVISORS STAFF ASSISTANT	Hire	Mission critical	Approved	04/07/04	Concur with Department justification
04/09/04	1	9935 A	SUPERVISORS DEPUTY I	9936 A	SUPERVISORS DEPUTY II	Promote	Mission critical	Approved	04/09/04	Concur with Department justification
04/09/04	1	2109 A	MANAGEMENT SECRETARY III	9934 A	SUPERVISORS STAFF ASSISTANT	Promote	Mission critical	Approved	04/13/04	Concur with Department justification
04/15/04	1	9940 A	SUPERVISORS STAFF ASSISTANT II(U/C)	9942 A	SUPERVISORS STAFF ASST III(U/C)	Promote	Mission critical	Approved	04/15/04	Concur with Department justification
04/15/04	1	9940 A	SUPERVISORS STAFF ASSISTANT II(U/C)	9942 A	SUPERVISORS STAFF ASST III(U/C)	Promote	Mission critical	Approved	04/15/04	Concur with Department justification
04/27/04	1			1099 A	INTERMEDIATE BOARD SPECIALIST	Hire	Critical Position	Approved	05/03/04	Concur with Department justification
04/27/04	1	9942 C	SUPERVISORS STAFF ASST III(U/C)	9942 A	SUPERVISORS STAFF ASST III(U/C)	Promote	Mission critical	Approved	04/28/04	Concur with Department justification

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

(continued)

Board of Supervisors

10010										
05/04/04	1	1100 A	SENIOR BOARD SPECIALIST	1108 A	HEAD BOARD SPECIALIST	Promote	Avoidance of Additional Cost	Approved	05/17/04	Concur with Department justification
05/04/04	10			8243 F	STUDENT PROFESSIONAL WORKER	Hire	Seasonal Hires	Approved	05/04/04	Concur with Department justification
05/20/04	1			9937 A	SUPERVISOR'S STAFF ASSISTANT I(UC)	Hire	Mission critical	Approved	06/02/04	Concur with Department justification
05/20/04	1	2601 A	DEPTL INFORMATION SYSTEMS MGR	2569 A	INFORMATION SYSTEMS SPECIALIST I	Promote	Critical Position	Approved	06/04/04	Concur with Department justification
05/28/04	1			1108 A	HEAD BOARD SPECIALIST	Hire	Mission critical	Approved	06/07/04	Concur with Department justification
05/28/04	1	9947 A	SUPERVISORS DEPUTY(UC)	9948 A	SUPERVISORS SENIOR DEPUTY(UC)	Promote	Mission critical	Approved	06/02/04	Concur with Department justification
06/02/04	1	9944 A	SUPERVISORS ASST DEPUTY I(UC)	9947 A	SUPERVISORS DEPUTY(UC)	Promote	Mission critical	Approved	06/04/04	Concur with Department justification
06/02/04	1			1107 F	CHIEF CIVIL SERVICE COMM & ERCOM	Hire	Critical Position	Approved	06/03/04	Concur with Department justification
06/02/04	2			0889 N	ADMINISTRATIVE ASSISTANT III	Hire	Revenue Offset - Grant-funded	Approved	06/08/04	Concur with Department justification
06/22/04	1			1138 O	INTERMEDIATE CLERK	Hire	Critical Need	Pending		Pending review/additional information needed
06/22/04	1			9095 A	EXECUTIVE DIRECTOR,ICAN	Hire	Administrative reassignment	Pending		Pending review/additional information needed
06/22/04	1			9088 A	CHILDREN SERVICES ADMINISTRATOR III	Hire	Administrative reassignment	Pending		Pending review/additional information needed
06/22/04	1			0889 A	ADMINISTRATIVE ASSISTANT III	Hire	Administrative reassignment	Pending		Pending review/additional information needed
06/22/04	4			9087 A	CHILDREN SERVICES ADMINISTRATOR II	Hire	Administrative reassignment	Pending		Pending review/additional information needed
06/22/04	2			2103 A	SENIOR SECRETARY IV	Hire	Administrative reassignment	Pending		Pending review/additional information needed
06/23/04	10			8243 F	STUDENT PROFESSIONAL WORKER	Hire	Seasonal Hires	Pending		Pending review/additional information needed
06/23/04	2	9942 A	SUPERVISORS STAFF ASST I(UC)	9945 A	SUPERVISORS ASST DEPUTY I(UC)	Promote	Mission critical	Pending		Pending review/additional information needed
06/23/04	1	1849 A	SENIOR DEPARTMENTAL PERSONNEL TECH	1002 A	ADMINISTRATIVE SERVICES MANAGER I	Promote	Incumbent working out-of-class	Pending		Pending review/additional information needed
06/23/04	2	1098 A	BOARD SPECIALIST	1099 A	INTERMEDIATE BOARD SPECIALIST	Promote	Incumbent working out-of-class	Pending		Pending review/additional information needed
06/23/04	1	2346 A	PROCUREMENT ASSISTANT II	1099 A	INTERMEDIATE BOARD SPECIALIST	Promote	Incumbent working out-of-class	Pending		Pending review/additional information needed
06/23/04	1	1108 A	HEAD BOARD SPECIALIST	0934 A	HEAD STAFF SERVICES	Promote	Incumbent working out-of-class	Pending		Pending review/additional information needed
06/25/04	1	1103 A	HEAD COMMISSION SERVICES, BD OF SUPV	1106 A	CHIEF COMMISSION SERVS, BD OF SUPV	Promote	Critical Position	Pending		Pending review/additional information needed
06/25/04	1	8243 F	STUDENT PROFESSIONAL WORKER	9942 A	SUPERVISORS STAFF ASST I(UC)	Promote	Mission critical	Pending		Pending review/additional information needed
06/30/04	1			0889 A	ADMINISTRATIVE ASSISTANT III	Hire	Critical Position	Pending		Pending review/additional information needed

Hires - Approved	19
Hires - Denied	0
Hires - Pending	21
Promotions - Approved	9
Promotions - Denied	4
Promotions - Pending	9
Total	62

Chief Administrative Office

10100										
04/01/04	1			0823 A	PROGRAM AID ICAO	Hire	Backfill - vacant positions	Approved	04/02/04	Critical Need
04/08/04	1			0826 A	ASSOCIATE ANALYST CAO	Hire	Critical Need	Approved	04/08/04	Concur with Department justification
04/08/04	1			2100 A	SENIOR SECRETARY I	Hire	Backfill - vacant positions	Approved	04/08/04	Critical Need
04/14/04	2			8242 F	STUDENT WORKER	Hire	Revenue Offset - Grant-funded	Approved	04/14/04	Revenue offset
05/17/04	1			2214 A	INTERMEDIATE TYPIST-CLERK	Hire	Backfill - vacant positions	Approved	05/17/04	Revenue offset
05/27/04	1			0826 A	ASSOCIATE ANALYST CAO	Hire	Critical Need	Approved	06/06/04	Concur with Department justification
06/03/04	1			2088 A	SECRETARY V	Hire	Backfill - vacant positions	Approved	06/24/04	Critical Need
06/23/04	1	1002 A	ADMINISTRATIVE SERVICES MANAGER I	1003 A	ADMINISTRATIVE SERVICES MANAGER II	Promote	Performing duties of higher position	Approved	06/23/04	Concur with Department justification

HIRING AND PROMOTION REQUESTS
Fiscal Year 2003-04
4th Quarter (April - June)

DEPARTMENT REQUEST							CAO DISPOSITION			
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

Chief Administrative Office

10100

06/24/04	1		1004 A	ADMINISTRATIVE SERVICES MANAGER III	Hire	Critical Need		Approved	06/29/04	Concur with Department Justification
06/28/04	1		0818 A	PROGRAM SPECIALIST IV/CAO	Hire	Critical Need		Approved	07/02/04	Concur with Department Justification

Hires - Approved	10
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	1
Promotions - Denied	0
Promotions - Pending	0
Total	11

Child Support Services

14280

06/03/04	1		9008 A	APPEALS HEARING SPECIALIST	Hire	Critical Need - workload issues		Approved	06/09/04	Critical Need
----------	---	--	--------	----------------------------	------	---------------------------------	--	----------	----------	---------------

Hires - Approved	1
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	0
Promotions - Denied	0
Promotions - Pending	0
Total	1

Children & Family Services

26200

03/26/04	1		1003 A	ADMINISTRATIVE SERVICES MANAGER II	Hire	Critical Need		Approved	04/01/04	Concur with Department Justification
05/10/04	2		0656 A	ACCOUNTING OFFICER I	Hire	Critical Need		Approved	05/11/04	Critical Need
05/10/04	1		1002 A	ADMINISTRATIVE SERVICES MANAGER I	Hire	Critical Need		Approved	05/11/04	Critical Need
05/10/04	1		0647 A	ACCOUNTANT II	Hire	Critical Need		Approved	05/11/04	Critical Need
05/10/04	1		9073 A	CHILDREN'S SOCIAL WORKER III	Promote	Critical Need		Denied	05/11/04	Critical need not demonstrated by Department
05/10/04	1		9074 A	SUPV'G CHILDREN'S SOCIAL WORKER	Hire	Critical Need		Approved	05/11/04	Critical Need
05/10/04	2		1002 A	ADMINISTRATIVE SERVICES MANAGER I	Hire	Critical Need		Approved	05/11/04	Critical Need
05/10/04	1		1183 A	CLERICAL ADMINISTRATOR, CHILD SERVS	Hire	Critical Need		Denied	05/11/04	Critical need not demonstrated by Department
06/01/04	1		9074 A	SUPV'G CHILDREN'S SOCIAL WORKER	Hire	Critical Need		Denied	06/02/04	Critical need not demonstrated by Department
06/16/04	1		1136 A	CLERK	Hire	Critical Need		Approved	06/21/04	Critical Need
06/24/04	1		9088 A	CHILDREN SERVICES ADMINISTRATOR III	Promote	Critical Need		Approved	06/24/04	Critical Need
06/24/04	3		8246 A	YOUTH WORKER, CHILDREN'S SERVICES	Promote	Critical Need		Approved	06/24/04	Critical Need
06/24/04	4		8246 A	YOUTH WORKER, CHILDREN'S SERVICES	Promote	Critical Need		Approved	06/24/04	Critical Need

HIRING AND PROMOTION REQUESTS
Fiscal Year 2003-04
4th Quarter (April - June)

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

(continued)

Children & Family Services
26200

Hires - Approved	9
Hires - Denied	2
Hires - Pending	0
Promotions - Approved	8
Promotions - Denied	1
Promotions - Pending	0
Total	20

Community and Senior Services

26560

03/17/04	1	9321 A	NEIGHBORHOOD WORKER,SR			Hire	Critical Need - workload issues	Approved	04/07/04	Concur with Department justification
04/01/04	1	0642 A	ACCOUNTING TECHNICIAN I			Hire	Critical Need - workload issues	Approved	04/07/04	Concur with Department justification
04/14/04	1	8189 A	COMMUNITY SERVICES ANALYST I			Promote	Critical Need	Denied	05/04/04	Critical need not demonstrated by Department
05/11/04	1	0645 A	ACCOUNTANT I			Promote	Critical Need	Approved	05/27/04	Concur with Department justification
05/11/04	1	8190 A	COMMUNITY SERVICES ANALYST II			Promote	Critical Need - workload issues	Approved	05/27/04	Concur with Department justification
06/02/04	1	8191 A	COMMUNITY SERVICES ANALYST III			Promote	Incumbent working out-of-class	Approved	05/27/04	Concur with Department justification
06/24/04	1	8189 A	COMMUNITY SERVICES ANALYST I			Promote	Critical Need	Approved	06/30/04	Concur with Department justification
06/24/04	1	9050 A	SOCIAL WORKER TRAINEE			Hire	Critical Need	Denied	06/30/04	No vacant budgeted item

Hires - Approved	2
Hires - Denied	1
Hires - Pending	0
Promotions - Approved	3
Promotions - Denied	1
Promotions - Pending	0
Total	7

Consumer Affairs

19100

04/26/04	1	8243 F	STUDENT PROFESSIONAL WORKER			Hire	Backfill - vacant higher level position	Denied	06/04/04	Insufficient justification
04/26/04	1	8243 F	STUDENT PROFESSIONAL WORKER			Hire	Backfill - vacant higher level position	Denied	06/04/04	Insufficient justification
04/26/04	2	8243 F	STUDENT PROFESSIONAL WORKER			Hire	Backfill - vacant higher level position	Denied	06/04/04	Insufficient justification
04/26/04	1	2214 N	INTERMEDIATE TYPIST-CLERK			Hire	Revenue Offset - Grant-funded	Approved	06/04/04	Concur with Department justification
06/08/04	1	1692 F	CONSUMER AFFAIRS REPRESENTATIVE I			Hire	Backfill - vacant higher level position	Approved	06/29/04	Concur with Department justification

HIRING AND PROMOTION REQUESTS
Fiscal Year 2003-04
4th Quarter (April - June)

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

Consumer Affairs
19100

Hires - Approved	2
Hires - Denied	4
Hires - Pending	0
Promotions - Approved	0
Promotions - Denied	0
Promotions - Pending	0
Total	6

Coroner
19150

04/01/04	1	0887 A	ADMINISTRATIVE ASSISTANT I	0888 A	ADMINISTRATIVE ASSISTANT II	Promote	Critical Need - Provides direct client services	Approved	05/04/04	Revenue offset
----------	---	--------	----------------------------	--------	-----------------------------	---------	---	----------	----------	----------------

Hires - Approved	0
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	1
Promotions - Denied	0
Promotions - Pending	0
Total	1

County Counsel
11050

04/14/04	1	0646 A	ACCOUNTANT I	2160 O	LEGAL OFFICE SUPPORT ASSISTANT I	Hire	High Vacancy Rate	Approved	04/26/04	Concur with Department justification
05/07/04	1	0647 A	ACCOUNTANT II	0647 A	ACCOUNTANT II	Promote	Receiving an out-of-class bonus for over a year	Approved	06/04/04	Concur with Department justification

Hires - Approved	1
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	1
Promotions - Denied	0
Promotions - Pending	0
Total	2

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

District Attorney
14030

04/05/04	1			8243 A	STUDENT PROFESSIONAL WORKER	Hire	Backfill - vacant positions	Approved	04/08/04	Concur with Department justification
04/06/04	6	9273 A	DEPUTY DISTRICT ATTORNEY III	9274 A	DEPUTY DISTRICT ATTORNEY IV	Promote	Backfill - vacant positions	Approved	04/07/04	Concur with Department justification
04/06/04	6	9272 A	DEPUTY DISTRICT ATTORNEY II	9273 A	DEPUTY DISTRICT ATTORNEY III	Promote	Backfill - vacant positions	Approved	04/07/07	Concur with Department justification
04/08/04	1	1002 A	ADMINISTRATIVE SERVICES MANAGER I	0949 A	EXECUTIVE ASSISTANT DA	Promote	Receiving an out-of-class bonus for over a year	Approved	04/19/04	Concur with Department justification
04/14/04	1			2889 A	INVESTIGATOR DA	Hire	Backfill - vacant positions	Approved	04/19/04	Concur with Department justification
04/14/04	1	2160 A	LEGAL OFFICE SUPPORT ASSISTANT I	2161 A	LEGAL OFFICE SUPPORT ASSISTANT II	Promote	Backfill - vacant positions	Approved	04/19/04	Concur with Department justification
04/14/04	1	2889 A	INVESTIGATOR DA	2890 A	SENIOR INVESTIGATOR DA	Promote	Backfill - vacant positions	Approved	04/19/04	Concur with Department justification
04/16/04	1			2889 A	INVESTIGATOR DA	Hire	Backfill - vacant positions	Approved	04/19/04	Concur with Department justification
04/16/04	1	2160 A	LEGAL OFFICE SUPPORT ASSISTANT I	2890 A	SENIOR INVESTIGATOR DA	Promote	Backfill - vacant positions	Approved	04/19/04	Concur with Department justification
04/21/04	1			2889 A	STUDENT PROFESSIONAL WORKER	Hire	Backfill - vacant positions	Approved	05/13/04	Concur with Department justification
04/21/04	1	2889 A	INVESTIGATOR DA	2890 A	SENIOR INVESTIGATOR DA	Promote	Backfill - vacant positions	Approved	05/13/04	Concur with Department justification
04/21/04	1			2889 A	INVESTIGATOR DA	Hire	Backfill - vacant positions	Approved	04/28/04	Concur with Department justification
04/21/04	1	2889 A	INVESTIGATOR DA	2214 A	INTERMEDIATE TYPIST-CLERK	Hire	Backfill - vacant positions	Approved	05/18/04	Revenue offset
04/23/04	1			2889 A	INVESTIGATOR DA	Hire	Backfill - vacant positions	Approved	05/18/04	Concur with Department justification
04/23/04	1	0889 A	ADMINISTRATIVE ASSISTANT III	0750 A	FINANCIAL SPECIALIST IV	Promote	Backfill - vacant positions	Approved	05/05/04	Concur with Department justification
05/03/04	1			0889 A	ADMINISTRATIVE ASSISTANT III	Hire	Backfill - vacant positions	Approved	05/27/04	Concur with Department justification
05/18/04	1			1849 A	SENIOR DEPARTMENTAL PERSONNEL TECH	Hire	Backfill - vacant positions	Approved	05/27/04	Concur with Department justification
05/19/04	1			0648 A	ACCOUNTANT III	Hire	Backfill - vacant positions	Approved	05/27/04	Concur with Department justification
06/08/04	1			1848 A	DEPARTMENTAL PERSONNEL TECHNICIAN	Hire	Backfill - vacant positions	Approved	06/14/04	Concur with Department justification
06/08/04	1	1565 A	VICTIM SERVICES REPRESENTATIVE I	1566 A	VICTIM SERVICES REPRESENTATIVE II	Promote	Paired-Class Promotion	Approved	06/14/04	Concur with Department justification
06/08/04	1			1849 A	SENIOR DEPARTMENTAL PERSONNEL TECH	Hire	Backfill - vacant positions	Approved	06/14/04	Concur with Department justification
06/10/04	1			8243 A	STUDENT PROFESSIONAL WORKER	Hire	Revenue Offset - Grant-funded	Approved	06/28/04	Revenue offset
06/10/04	1			8242 A	STUDENT WORKER	Hire	Backfill - vacant positions	Approved	06/28/04	Concur with Department justification
06/10/04	1			2214 A	INTERMEDIATE TYPIST-CLERK	Hire	Backfill - vacant positions	Approved	06/28/04	Concur with Department justification
06/13/04	2			9223 A	HEARING OFFICER, DISTRICT ATTORNEY	Hire	Revenue Offset - Grant-funded	Approved	06/28/04	Concur with Department justification
06/14/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	2216 A	SENIOR TYPIST-CLERK	Promote	Backfill - vacant positions	Approved	06/28/04	Concur with Department justification
06/25/04	4	2889 A	INVESTIGATOR DA	2890 A	SENIOR INVESTIGATOR DA	Promote	Revenue Offset - Subvented	Approved	07/01/04	Concur with Department justification
06/25/04	4			2889 A	INVESTIGATOR DA	Hire	Revenue Offset - Grant-funded	Approved	06/30/04	Concur with Department justification
06/28/04	2			9232 A	PARALEGAL	Hire	Revenue Offset - Grant-funded	Approved	06/30/04	Concur with Department justification
06/28/04	1			8243 A	STUDENT PROFESSIONAL WORKER	Hire	Revenue Offset - Grant-funded	Approved	06/30/04	Concur with Department justification

HIRING AND PROMOTION REQUESTS
Fiscal Year 2003-04
4th Quarter (April - June)

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

District Attorney

14030

(continued)

District Attorney

14030

Hires - Approved	25
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	25
Promotions - Denied	0
Promotions - Pending	0
Total	50

Health Services - Children's Medical Services

25740

06/22/04	1	0913 F	STAFF ASSISTANT II	Hire	Critical Need	Approved	07/12/04	Critical Need	
06/22/04	1	5892 F	REHABILITATION THERAPY TECHNICIAN	Hire	Critical Need	Approved	07/12/04	Critical Need	

Hires - Approved	2
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	0
Promotions - Denied	0
Promotions - Pending	0
Total	2

Health Services - Coastal Cluster

60020

06/15/04	1	6685 F	MANAGER I/FACILITIES OPNS & CRAFTS	Hire	Critical Need	Approved	06/29/04	Critical Need	
06/15/04	1	6687 F	MANAGER III/FACILITIES OPNS & CRAFT	Hire	Critical Need	Approved	06/29/04	Critical Need	
06/22/04	1	4904 F	MEDICAL TECHNOLOGY SUPERVISOR II	Hire	Critical Need	Approved	07/12/04	Critical Need	
06/22/04	1	2405 F	MEDICAL CENTER MATERIALS MANAGER	Hire	Critical Need	Approved	07/12/04	Critical Need	
06/22/04	1	1176 F	INTERMEDIATE SUPERVISING CLERK	Hire	Critical Need	Approved	07/12/04	Critical Need	
06/22/04	1	5569 F	PULMONARY PHYSIOLOGY TECHNICIAN III	Hire	Critical Need	Approved	07/12/04	Critical Need	
06/22/04	1	4868 F	EXERCISE PHYSIOLOGY TECHNICIAN	Hire	Critical Need	Approved	07/12/04	Critical Need	
06/22/04	2	4895 F	MEDICAL TECHNOLOGIST I	Hire	Critical Need	Approved	07/12/04	Critical Need	
06/22/04	1	6808 F	CONTRACT SERVICES ANALYST, BLDG SERV	Hire	Critical Need	Approved	07/12/04	Critical Need	
06/22/04	1	3555 F	MECHANICAL ENGINEER II	Hire	Critical Need	Approved	07/12/04	Critical Need	

HIRING AND PROMOTION REQUESTS
Fiscal Year 2003-04
4th Quarter (April - June)

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

(continued)

Health Services - Coastal Cluster
60020

Hires - Approved	11
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	0
Promotions - Denied	0
Promotions - Pending	0
Total	11

Health Services - Health Services Admin

20000

05/07/04	1									
05/10/04	1	4593 A	STAFF ANALYST, HEALTH	8044 A	ASSISTANT HOSPITAL ADMINISTRATOR IV	Hire	High Vacancy Rate	Approved	06/14/04	Critical Need
06/22/04	1	4594 A	SENIOR STAFF ANALYST, HEALTH	4594 A	SENIOR STAFF ANALYST, HEALTH	Promote	Critical Need	Approved	06/29/04	Critical Need
06/22/04	1	1854 F	PERSONNEL OFFICER III	1854 F	PERSONNEL OFFICER III	Hire	Critical Need	Approved	07/12/04	Critical Need
06/22/04	1	4118 F	CHIEF, FACILITIES PLANNING, HS	4118 F	CHIEF, FACILITIES PLANNING, HS	Hire	Critical Need	Approved	07/12/04	Critical Need
06/22/04	1	1908 F	SENIOR DEPTL EMPLOYEE RELATIONS REP	1908 F	SENIOR DEPTL EMPLOYEE RELATIONS REP	Hire	Critical Need	Approved	07/12/04	Critical Need
06/22/04	1	5237 F	PROGRAM SPECIALIST, PUB HLTH NURSING	5237 F	PROGRAM SPECIALIST, PUB HLTH NURSING	Hire	Critical Need	Approved	07/12/04	Critical Need
06/22/04	1	4596 F	EMERGENCY MEDICAL SYSTEMS PROG HEAD	4596 F	EMERGENCY MEDICAL SYSTEMS PROG HEAD	Hire	Critical Need	Approved	07/12/04	Critical Need
06/22/04	1	1853 F	PERSONNEL OFFICER II	1853 F	PERSONNEL OFFICER II	Hire	Critical Need	Approved	07/12/04	Critical Need
06/22/04	1	4591 A	CHIEF, AUDIT AND COMPLIANCE, HS	4591 A	CHIEF, AUDIT AND COMPLIANCE, HS	Promote	Critical Need	Pending		Pending review/additional information needed

Hires - Approved	7
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	1
Promotions - Denied	0
Promotions - Pending	1
Total	9

Health Services - LAC+USC Healthcare Network

60010

05/10/04	1									
06/18/04	1	2185 F	CHIEF, MEDICAL STENOGRAPHER	2185 F	CHIEF, MEDICAL STENOGRAPHER	Hire	Critical Need	Pending		Pending review/additional information needed
06/22/04	1	2573 A	INFORMATION SYSTEMS MANAGER I	2573 A	INFORMATION SYSTEMS MANAGER I	Hire	Critical Need	Approved	06/22/04	Critical Need
06/22/04	1	5889 A	SPEECH PATHOLOGIST II	5889 A	SPEECH PATHOLOGIST II	Hire	Critical Need	Pending		Pending review/additional information needed
06/22/04	1	5479 F	CHIEF PHYSICIAN I, MD	5479 F	CHIEF PHYSICIAN I, MD	Hire	Critical Need	Approved	07/12/04	Critical Need
06/22/04	1	8044 F	ASSISTANT HOSPITAL ADMINISTRATOR IV	8044 F	ASSISTANT HOSPITAL ADMINISTRATOR IV	Hire	Critical Need	Approved	07/12/04	Critical Need

HIRING AND PROMOTION REQUESTS
Fiscal Year 2003-04
4th Quarter (April - June)

DEPARTMENT REQUEST							CAO DISPOSITION			
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

(continued)
 Health Services - LAC+USC Healthcare Network
 60010

Hires - Approved	3
Hires - Denied	0
Hires - Pending	2
Promotions - Approved	0
Promotions - Denied	0
Promotions - Pending	0
Total	5

Health Services - Public Health Programs

23450

05/03/04	1	5327 F	CLINIC NURSE I	Hire	Critical Need - Provides direct client services	Approved	05/17/04	Critical Need	
05/04/04	1	5479 F	CHIEF PHYSICIAN I,MD	Hire	Critical Need	Approved	05/13/04	Critical Need	
05/04/04	1	4594 F	SENIOR STAFF ANALYST,HEALTH	Hire	Critical Need	Approved	05/17/04	Critical Need	
05/24/04	1	5477 A	PHYSICIAN SPECIALIST,MD	Promote	Critical Need	Approved	06/29/04	Critical Need	
06/22/04	1	5230 F	SENIOR PHYSICIAN,MD	Hire	Critical Need	Approved	07/12/04	Critical Need	
06/22/04	1	5645 F	PUBLIC HEALTH NURSE	Hire	Critical Need	Approved	07/12/04	Critical Need	
06/22/04	1	5478 F	SENIOR PHYSICIAN,MD	Hire	Critical Need	Approved	07/12/04	Critical Need	
06/22/04	1	5286 F	NURSE MANAGER	Hire	Critical Need	Approved	07/12/04	Critical Need	

Hires - Approved	7
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	1
Promotions - Denied	0
Promotions - Pending	0
Total	8

Health Services - Rancho Los Amigos

60040

06/15/04	1	5794 A	DIAGNOSTIC ULTRASOUND TECHNICIAN	Hire	Critical Need - Provides direct client services	Approved	06/29/04	Critical Need	
06/22/04	1	8044 F	ASSISTANT HOSPITAL ADMINISTRATOR IV	Hire	Critical Need	Approved	07/12/04	Critical Need	
06/22/04	1	5481 F	CHIEF PHYSICIAN III,MD	Hire	Critical Need	Approved	07/12/04	Critical Need	
06/22/04	1	5286 F	NURSE MANAGER	Hire	Critical Need	Approved	07/12/04	Critical Need	

HIRING AND PROMOTION REQUESTS
Fiscal Year 2003-04
4th Quarter (April - June)

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

Health Services - Rancho Los Amigos
60040

Hires - Approved	4
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	0
Promotions - Denied	0
Promotions - Pending	0
Total	4

Health Services - San Fernando Valley Cluster

60050

04/07/04	1	5475 F	PHYSICIAN,MD			Hire	Critical Need - workload issues	Approved	04/20/04	Critical Need
04/13/04	1	5512 A	PHARMACIST			Hire	Critical Need	Approved	04/29/04	Critical Need
06/22/04	1	5512 F	PHARMACIST			Hire	Critical Need	Approved	07/12/04	Critical Need
06/22/04	1	4903 F	MEDICAL TECHNOLOGY SUPERVISOR I			Hire	Critical Need	Approved	07/12/04	Critical Need

Hires - Approved	4
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	0
Promotions - Denied	0
Promotions - Pending	0
Total	4

Health Services - Southwest Cluster

60030

04/07/04	1	5477 A	PHYSICIAN SPECIALIST,MD			Promote	Critical Need	Pending		Pending review/additional information needed
04/26/04	1	5295 F	ASST NURSING DIR,ADMINISTRATION			Hire	Critical Need	Approved	05/07/04	Critical Need
05/04/04	1	5351 F	NURSING CARE SPECIALIST I			Hire	Critical Need	Approved	05/10/04	Critical Need
06/22/04	1	0735 F	FISCAL OFFICER II,HS			Hire	Critical Need	Approved	07/12/04	Critical Need
06/22/04	1	0907 F	STAFF ASSISTANT I			Hire	Critical Need	Approved	07/12/04	Critical Need

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

(continued)
 Health Services - Southwest Cluster
 60030

Hires - Approved	4
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	0
Promotions - Denied	1
Promotions - Pending	1
Total	5

DEPARTMENT REQUEST							CAO DISPOSITION			
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial
(continued)										
Health Services - Southwest Cluster										
60030										
<div>Hires - Approved4</div> <div>Hires - Denied0</div> <div>Hires - Pending0</div> <div>Promotions - Approved0</div> <div>Promotions - Denied0</div> <div>Promotions - Pending1</div> <div>Total5</div>										
Human Resources										
11201										
03/02/04	1			1891 A	SENIOR PERSONNEL ASSISTANT	Hire	Critical Need - workload issues	Approved	04/09/04	Concur with Department justification
03/26/04	1	1912 A	HUMAN RESOURCES ANALYST III	1913 A	HUMAN RESOURCES ANALYST IV	Promote	Critical Need	Denied	05/03/04	Critical need not demonstrated by Department
03/26/04	1	2595 A	INFORMATION SYSTEMS SUPERVISOR I	1913 A	HUMAN RESOURCES ANALYST IV	Promote	Revenue Offset - Billable to third party	Denied	05/03/04	Critical need not demonstrated by Department
03/31/04	1			2102 A	SENIOR SECRETARY III	Hire	Backfill - vacant positions	Approved	04/09/04	Concur with Department justification
04/27/04	1	1891 A	DEPT AFFIRM ACTION COMPLIANCE OFFR	1913 A	HUMAN RESOURCES ANALYST IV	Promote	Performing duties of higher position	Pending		Pending review/additional information needed
04/27/04	2	1912 A	HUMAN RESOURCES ANALYST III	1913 A	HUMAN RESOURCES ANALYST IV	Promote	Performing duties of higher position	Pending		Pending review/additional information needed
04/27/04	1			1913 A	HUMAN RESOURCES ANALYST IV	Hire	Backfill - vacant positions	Approved	06/04/04	Concur with Department justification
04/27/04	1			2102 A	SENIOR SECRETARY III	Hire	Backfill - vacant positions	Pending		Pending review/additional information needed
04/27/04	1	1911 A	HUMAN RESOURCES ANALYST II	1912 A	HUMAN RESOURCES ANALYST III	Promote	Critical Need	Denied	06/08/04	Critical need not demonstrated by Department
05/10/04	1			1914 F	PRINCIPAL ANALYST, HUMAN RESOURCES	Hire	Cost Recovered Through IFT	Approved	05/27/04	Concur with Department justification
05/21/04	1			1912 F	HUMAN RESOURCES ANALYST III	Hire	Critical Need - workload issues	Approved	06/08/04	Concur with Department justification
05/26/04	2			8243 F	STUDENT PROFESSIONAL WORKER	Hire	Backfill - vacant positions	Pending		Pending review/additional information needed
05/26/04	2	1911 A	HUMAN RESOURCES ANALYST II	1912 A	HUMAN RESOURCES ANALYST III	Promote	Performing duties of higher position	Pending		Pending review/additional information needed
05/26/04	1	1891 A	SENIOR PERSONNEL ASSISTANT	1910 A	HUMAN RESOURCES ANALYST I	Promote	Performing duties of higher position	Pending		Pending review/additional information needed
05/26/04	2	1910 A	HUMAN RESOURCES ANALYST I	1911 A	HUMAN RESOURCES ANALYST II	Promote	Performing duties of higher position	Pending		Pending review/additional information needed
05/26/04	1	1912 A	HUMAN RESOURCES ANALYST III	1913 A	HUMAN RESOURCES ANALYST IV	Promote	Revenue Offset - Subvented	Pending		Pending review/additional information needed
05/26/04	1	2595 A	INFORMATION SYSTEMS SUPERVISOR I	1913 A	HUMAN RESOURCES ANALYST IV	Promote	Revenue Offset - Grant-funded	Pending		Pending review/additional information needed
05/26/04	1	1910 A	HUMAN RESOURCES ANALYST I	1911 A	HUMAN RESOURCES ANALYST II	Promote	Performing duties of higher position	Pending		Pending review/additional information needed
06/01/04	1			1912 A	HUMAN RESOURCES ANALYST III	Hire	Backfill - vacant positions	Pending		Pending review/additional information needed
06/01/04	1			1914 A	PRINCIPAL ANALYST, HUMAN RESOURCES	Hire	Backfill - vacant positions	Pending		Pending review/additional information needed
06/28/04	1	1912 A	HUMAN RESOURCES ANALYST III	1913 A	HUMAN RESOURCES ANALYST IV	Promote	Critical Position	Pending		Pending review/additional information needed

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial
(continued)										
Human Resources										
11201										

(continued)

Human Resources
11201

Hires - Approved	5
Hires - Denied	0
Hires - Pending	5
Promotions - Approved	0
Promotions - Denied	3
Promotions - Pending	12
Total	25

Internal Services

13100

04/01/04	1			0889 A	ADMINISTRATIVE ASSISTANT III	Hire	Critical Need	Approved	04/09/04	Concur with Department justification
04/01/04	2	9999 A	NO POSITION ITEM	6778 A	CUSTODIAN SUPERVISOR	Promote	Critical Need	Approved	04/09/04	Concur with Department justification
04/01/04	1	2585 A	SENIOR SYSTEMS AID	2534 A	INFO SYSTEMS SUPPORT ANALYST I	Promote	Critical Need	Approved	04/09/04	Concur with Department justification
04/13/04	2			6026 A	COUNTY MESSENGER DRIVER	Hire	Critical Need	Approved	04/29/04	Concur with Department justification
04/27/04	1	9999 A	NO POSITION ITEM	2262 A	PRIN PURCHASING & CONTRACTS ANALYST	Promote	Critical Need	Approved	05/03/04	Concur with Department justification
04/27/04	1			4233 A	SECTION MANAGER, CONTRACTS, ISD	Hire	Critical Need	Approved	05/03/04	Concur with Department justification
04/29/04	1	2520 A	PROGRAMMER ANALYST I	2521 A	PROGRAMMER ANALYST II	Promote	Paired-Class Promotion	Approved	05/19/04	Concur with Department justification
04/29/04	1	2520 A	PROGRAMMER ANALYST I	2521 A	PROGRAMMER ANALYST II	Promote	Paired-Class Promotion	Approved	05/19/04	Concur with Department justification
04/29/04	1			0642 A	ACCOUNTING TECHNICIAN I	Hire	Critical Need	Approved	05/17/04	Concur with Department justification
04/29/04	1	6541 A	ELECTRONICS COMMUNICATIONS TECH	6542 A	SENIOR ELECTRONICS COMMUNIC TECH	Promote	Critical Need	Approved	05/17/04	Concur with Department justification
05/03/04	1	9999 A	NO POSITION ITEM	2261 A	PURCHASING & CONTRACTS ANALYST II	Promote	Critical Need	Approved	05/17/04	Concur with Department justification
05/03/04	1			0915 A	STAFF ASSISTANT III	Hire	Critical Need	Denied	05/17/04	Insufficient justification
05/07/04	1	0578 A	ACCOUNT CLERK II	0642 A	ACCOUNTING TECHNICIAN I	Promote	Critical Need	Denied	05/17/04	Insufficient justification
05/07/04	1			0643 A	ACCOUNTING TECHNICIAN II	Hire	Critical Need	Approved	05/17/04	Concur with Department justification
05/10/04	1	7818 A	COMMUNICATIONS TOWER & LINE WORKER	7822 A	COMMUNICATIONS TOWER & LINE WKG SPVR	Promote	Receiving an out-of-class bonus for over a year	Approved	05/27/04	Concur with Department justification
05/18/04	1	0578 A	ACCOUNT CLERK II	0642 A	ACCOUNTING TECHNICIAN I	Promote	Critical Need	Approved	06/04/04	Concur with Department justification
05/18/04	1			1843 A	SENIOR DEPARTMENTAL PERSONNEL ASST	Hire	Critical Need	Denied	06/04/04	Insufficient justification
05/18/04	1	2520 A	PROGRAMMER ANALYST I	2521 A	PROGRAMMER ANALYST II	Promote	Paired-Class Promotion	Approved	06/04/04	Concur with Department justification
05/18/04	1	3529 A	SENIOR TELECOM SYSTEMS ENGINEER	2578 A	SECTION MGR, INFO TECHNOLOGY, ISD	Promote	Receiving an out-of-class bonus for over a year	Approved	06/04/04	Concur with Department justification
05/19/04	1	8243 F	STUDENT PROFESSIONAL WORKER	2519 A	ASSISTANT PROGRAMMER ANALYST	Promote	Critical Need	Approved	05/24/04	Concur with Department justification
06/03/04	1	2109 A	MANAGEMENT SECRETARY III	1848 A	DEPARTMENTAL PERSONNEL TECHNICIAN	Promote	Critical Need	Approved	06/14/04	Concur with Department justification
06/08/04	1			2568 A	INFO TECHNOLOGY SPECIALIST, ISD	Hire	Critical Need	Approved	06/17/04	Concur with Department justification
06/08/04	1	6541 A	ELECTRONICS COMMUNICATIONS TECH	6542 A	SENIOR ELECTRONICS COMMUNIC TECH	Promote	Critical Need	Approved	06/17/04	Concur with Department justification
06/09/04	1			8243 F	STUDENT PROFESSIONAL WORKER	Hire	Critical Need	Pending		Pending review/additional information needed
06/10/04	1			6026 A	COUNTY MESSENGER DRIVER	Hire	Critical Need	Approved	06/29/04	Concur with Department justification
06/10/04	3			6619 A	GENERAL MAINTENANCE WORKER	Hire	Critical Need	Approved	06/29/04	Concur with Department justification
06/10/04	1	6355 A	HELPER, PIPE TRADES	7745 A	REFRIGERATION MECHANIC	Promote	Critical Need	Approved	06/29/04	Concur with Department justification
06/10/04	1			2260 A	PURCHASING & CONTRACTS ANALYST I	Hire	Critical Need	Approved	06/29/04	Concur with Department justification
06/10/04	1			2525 A	SENIOR PROGRAMMER ANALYST	Hire	Critical Need	Approved	06/29/04	Concur with Department justification

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

Internal Services

13100

06/10/04	3		2525 A SENIOR PROGRAMMER ANALYST		Hire	Critical Need	Approved	06/29/04	Concur with Department justification
06/10/04	2		9370 F REFRIGERATION MECHANIC, NC		Hire	Critical Need	Denied	06/29/04	Insufficient justification
06/10/04	1		2260 A PURCHASING & CONTRACTS ANALYST I		Hire	Critical Need	Denied	06/29/04	Insufficient justification
06/10/04	1	2551 A SENIOR SYSTEMS PROGRAMMER	2688 A INFO TECHNOLOGY SPECIALIST, ISD		Promote	Critical Need	Approved	06/29/04	Concur with Department justification
06/10/04	2		9370 F REFRIGERATION MECHANIC, NC		Hire	Critical Need	Approved	06/29/04	Concur with Department justification
06/14/04	1	1842 A DEPARTMENTAL PERSONNEL ASSISTANT	1843 A SENIOR DEPARTMENTAL PERSONNEL ASST		Promote	Critical Need	Approved	06/29/04	Concur with Department justification
06/14/04	1	0907 A STAFF ASSISTANT I	1843 A SENIOR DEPARTMENTAL PERSONNEL ASST		Promote	Critical Need	Approved	06/29/04	Concur with Department justification
06/15/04	2		6504 A ELEVATOR MECHANIC		Hire	Critical Need	Approved	06/29/04	Concur with Department justification
06/15/04	1	2525 A SENIOR PROGRAMMER ANALYST	2551 A SENIOR SYSTEMS PROGRAMMER		Promote	Critical Need	Approved	06/29/04	Concur with Department justification
06/21/04	1	6622 A SENIOR GENERAL MAINTENANCE WORKER	6625 A GENERAL MAINTENANCE SUPERVISOR		Promote	Critical Need	Pending		Pending review/additional information needed
06/21/04	1		2102 A SENIOR SECRETARY III		Hire	Critical Need	Approved	07/07/04	Concur with Department justification
06/23/04	1	2526 A PRINCIPAL PROGRAMMER ANALYST	2568 A INFO TECHNOLOGY SPECIALIST, ISD		Promote	Critical Need	Approved	07/07/04	Concur with Department justification
06/23/04	1		2626 A PRINCIPAL PROGRAMMER ANALYST		Hire	Critical Need	Approved	07/07/04	Concur with Department justification
06/23/04	1	2424 A TELEPHONE OPERATIONS SUPERVISOR I	2427 A TELEPHONE OPERATIONS SUPERVISOR III		Promote	Critical Need	Pending	07/07/04	Pending review/additional information needed
06/29/04	1		1842 A DEPARTMENTAL PERSONNEL ASSISTANT		Hire	Critical Need	Denied	07/07/04	Insufficient justification

Hires - Approved	23
Hires - Denied	6
Hires - Pending	1
Promotions - Approved	21
Promotions - Denied	1
Promotions - Pending	2
Total	54

Mental Health

20500

03/17/04	1		4735 A MENTAL HEALTH PSYCHIATRIST		Hire	Critical Need - Provides direct client services	Approved	04/01/04	Direct Service Provision
03/24/04	1		4735 A MENTAL HEALTH PSYCHIATRIST		Hire	Critical Need - Provides direct client services	Approved	04/01/04	Direct Service Provision
03/29/04	1		6068 A LIGHT BUS DRIVER		Hire	Critical Need	Approved	04/01/04	Concur with Department justification
03/29/04	1		0648 A ACCOUNTANT III		Hire	Critical Need - workload issues	Approved	04/01/04	Concur with Department justification
03/29/04	1		2214 A INTERMEDIATE TYPIST-CLERK		Hire	Critical Need - workload issues	Approved	04/01/04	Concur with Department justification
04/14/04	1	2214 A INTERMEDIATE TYPIST-CLERK	1479 A CONSERVATOR/ADMINISTRATOR ASSISTANT		Promote	Critical Need - workload issues	Approved	04/29/04	Concur with Department justification
04/14/04	1	2214 A INTERMEDIATE TYPIST-CLERK	1479 A CONSERVATOR/ADMINISTRATOR ASSISTANT		Promote	Critical Need - workload issues	Approved	04/29/04	Concur with Department justification
04/14/04	1	2214 A INTERMEDIATE TYPIST-CLERK	8693 A CLINICAL PSYCHOLOGIST II		Hire	Critical Need - Provides direct client services	Approved	04/19/04	Direct Service Provision
04/14/04	1	2214 A INTERMEDIATE TYPIST-CLERK	1479 A CONSERVATOR/ADMINISTRATOR ASSISTANT		Promote	Critical Need - workload issues	Approved	04/29/04	Concur with Department justification
04/14/04	1	5884 A SUBSTANCE ABUSE COUNSELOR	9001 A MEDICAL CASE WORKER I		Promote	Critical Need - Provides direct client services	Approved	04/19/04	Direct Service Provision
04/14/04	1	8149 A MENTAL HEALTH SERVICES COORD II	9038 A SUPVg PSYCHIATRIC SOCIAL WORKER		Promote	Critical Need - Provides direct client services	Approved	04/19/04	Direct Service Provision
04/14/04	1	8149 A MENTAL HEALTH SERVICES COORD II	9038 A SUPVg PSYCHIATRIC SOCIAL WORKER		Promote	Critical Need - Provides direct client services	Approved	04/19/04	Direct Service Provision

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

DEPARTMENT REQUEST							CAO DISPOSITION			
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

Mental Health

20500

04/14/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	1479 A	CONSERVATOR/ADMINISTRATOR ASSISTANT	Promote	Critical Need - workload issues	Approved	04/29/04	Concur with Department justification
04/14/04	1			9001 A	MEDICAL CASE WORKER I	Hire	Critical Need - Provides direct client services	Approved	04/19/04	Direct Service Provision
04/14/04	1			5278 A	MENTAL HEALTH COUNSELOR,RN	Hire	Critical Need - Provides direct client services	Approved	04/19/04	Direct Service Provision
04/14/04	1			8103 A	COMMUNITY WORKER	Hire	Critical Need - Provides direct client services	Approved	04/19/04	Direct Service Provision
04/14/04	1			8162 A	PSYCHIATRIC TECHNICIAN II	Hire	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/14/04	1	8149 A	MENTAL HEALTH SERVICES COORD II	9038 A	SUPVg PSYCHIATRIC SOCIAL WORKER	Promote	Critical Need - Provides direct client services	Approved	04/19/04	Direct Service Provision
04/21/04	1			5280 A	SENIOR MENTAL HEALTH COUNSELOR,RN	Hire	Critical Need - Provides direct client services	Approved	04/22/04	Direct Service Provision
04/21/04	1			5280 A	SENIOR MENTAL HEALTH COUNSELOR,RN	Hire	Critical Need - Provides direct client services	Approved	04/22/04	Direct Service Provision
04/21/04	1	1485 A	SUPVg DEPUTY PUBLIC CONSDMR	1488 A	ASST DIV CHIEF PUBLIC GUARDIAN,MH	Promote	Critical Need - workload issues	Approved	05/11/04	Concur with Department justification
04/21/04	1			5280 A	SENIOR MENTAL HEALTH COUNSELOR,RN	Hire	Critical Need - Provides direct client services	Approved	04/22/04	Direct Service Provision
04/21/04	1			4735 A	MENTAL HEALTH PSYCHIATRIST	Hire	Critical Need - Provides direct client services	Approved	05/04/04	Direct Service Provision
04/21/04	1			4735 B	MENTAL HEALTH PSYCHIATRIST	Hire	Critical Need - Provides direct client services	Approved	05/04/04	Direct Service Provision
04/21/04	1	9038 A	SUPVg PSYCHIATRIC SOCIAL WORKER	4726 A	MENTAL HEALTH CLINICAL PROGRAM HEAD	Promote	Critical Need - workload issues	Approved	05/11/04	Concur with Department justification
04/26/04	1			9034 A	PSYCHIATRIC SOCIAL WORKER I	Hire	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/26/04	1			9002 A	MEDICAL CASE WORKER II	Hire	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/26/04	1			9001 A	MEDICAL CASE WORKER I	Hire	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/26/04	1			9002 A	MEDICAL CASE WORKER II	Hire	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/26/04	1	9035 A	PSYCHIATRIC SOCIAL WORKER II	9038 A	SUPVg PSYCHIATRIC SOCIAL WORKER	Promote	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/26/04	1	8243 A	STUDENT PROFESSIONAL WORKER	8103 A	COMMUNITY WORKER	Promote	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/26/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	9001 A	MEDICAL CASE WORKER I	Promote	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/26/04	1			9035 A	PSYCHIATRIC SOCIAL WORKER I	Hire	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/26/04	1			4735 A	MENTAL HEALTH PSYCHIATRIST	Hire	Critical Need - Provides direct client services	Approved	04/29/04	Direct Service Provision
04/26/04	1			5278 A	MENTAL HEALTH COUNSELOR,RN	Hire	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/26/04	1	9035 A	PSYCHIATRIC SOCIAL WORKER II	9038 A	SUPVg PSYCHIATRIC SOCIAL WORKER	Promote	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/26/04	1			8162 A	PSYCHIATRIC TECHNICIAN II	Hire	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/26/04	1			8693 A	CLINICAL PSYCHOLOGIST II	Hire	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/26/04	1			0887 A	ADMINISTRATIVE ASSISTANT I	Hire	Critical Need	Denied	05/05/04	Critical need not demonstrated by Department
04/26/04	1			2109 A	MANAGEMENT SECRETARY III	Hire	Critical Need - workload issues	Approved	05/05/04	Concur with Department justification
04/26/04	1			8148 A	MENTAL HEALTH SERVICES COORD I	Hire	Critical Need - workload issues	Approved	05/05/04	Concur with Department justification
04/26/04	1			8693 A	CLINICAL PSYCHOLOGIST II	Hire	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/26/04	1			8693 A	CLINICAL PSYCHOLOGIST II	Hire	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/26/04	1			5280 A	SENIOR MENTAL HEALTH COUNSELOR,RN	Hire	Critical Need - Provides direct client services	Approved	05/04/04	Direct Service Provision
04/26/04	1			9037 A	PSYCHIATRIC SOCIAL WORKER I	Hire	Critical Need - Provides direct client services	Approved	04/29/04	Direct Service Provision
04/26/04	1			9037 A	PSYCHIATRIC SOCIAL WORK CONSULTANT	Hire	Critical Need	Approved	05/05/04	Concur with Department justification
05/04/04	1			8103 A	COMMUNITY WORKER	Hire	Critical Need - Provides direct client services	Approved	05/07/04	Direct Service Provision
05/06/04	1	4712 A	DEPUTY DIRECTOR,MENTAL HEALTH	4707 A	DEPUTY DIRECTOR,MENTAL HEALTH(UIC)	Promote	Critical Position	Approved	05/07/04	Concur with Department justification
05/06/04	1	4712 A	DEPUTY DIRECTOR,MENTAL HEALTH	4707 A	DEPUTY DIRECTOR,MENTAL HEALTH(UIC)	Promote	Critical Position	Approved	05/07/04	Concur with Department justification
05/13/04	2			8103 A	COMMUNITY WORKER	Hire	Critical Need - Provides direct client services	Approved	05/14/04	Direct Service Provision
05/13/04	1			4735 A	MENTAL HEALTH PSYCHIATRIST	Hire	Critical Need - Provides direct client services	Approved	05/20/04	Direct Service Provision
05/13/04	1			8693 A	CLINICAL PSYCHOLOGIST II	Hire	Critical Need - Provides direct client services	Approved	05/14/04	Direct Service Provision
05/13/04	1			5857 A	OCCUPATIONAL THERAPIST II	Hire	Critical Need - Provides direct client services	Approved	05/14/04	Direct Service Provision
05/13/04	1			9034 A	PSYCHIATRIC SOCIAL WORKER I	Hire	Critical Need - Provides direct client services	Approved	05/14/04	Direct Service Provision
05/13/04	1			1481 A	DEPUTY PUBLIC CONSERVATOR/ADMN II	Hire	Critical Need - Provides direct client services	Approved	05/14/04	Direct Service Provision
05/13/04	1			1002 A	ADMINISTRATIVE SERVICES MANAGER I	Hire	Critical Need - workload issues	Approved	05/19/04	Concur with Department justification
05/13/04	1			9001 A	MEDICAL CASE WORKER I	Hire	Critical Need - Provides direct client services	Approved	05/14/04	Direct Service Provision

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

(continued)

Mental Health

20500

05/13/04	1	9034 A	PSYCHIATRIC SOCIAL WORKER I	Hire	Critical Need - Provides direct client services	Approved	05/14/04	Direct Service Provision	
05/13/04	2	2214 A	INTERMEDIATE TYPIST-CLERK	Hire	Critical Need - workload issues	Approved	06/28/04	Concur with Department justification	
05/13/04	1	2219 A	SUPERVISING TYPIST-CLERK	Hire	Critical Need - workload issues	Approved	06/28/04	Concur with Department justification	
05/13/04	3	9001 A	MEDICAL CASE WORKER I	Hire	Critical Need - Provides direct client services	Approved	05/19/04	Direct Service Provision	
05/17/04	2	1483 A	SENIOR DEPUTY PUBLIC CONS/ADMN	Promote	Critical Need - Provides direct client services	Approved	05/19/04	Direct Service Provision	
05/17/04	3	1481 A	DEPUTY PUBLIC CONS/ADMN	Promote	Critical Need - Provides direct client services	Approved	05/19/04	Direct Service Provision	
05/17/04	1	8148 A	MENTAL HEALTH SERVICES COORD I	Promote	Critical Need - Provides direct client services	Approved	05/18/04	Direct Service Provision	
05/17/04	1	9035 A	PSYCHIATRIC SOCIAL WORKER II	Promote	Critical Need - Provides direct client services	Approved	05/18/04	Direct Service Provision	
05/17/04	1	9034 A	PSYCHIATRIC SOCIAL WORKER I	Hire	Critical Need - Provides direct client services	Denied	05/18/04	No vacant budgeted item	
05/17/04	1	1865 A	TRAINING COORDINATOR,MENTAL HEALTH	Promote	Critical Need - Provides direct client services	Approved	05/18/04	Direct Service Provision	
06/09/04	1	9002 A	CLINICAL PSYCHOLOGIST II	Hire	Critical Need - Provides direct client services	Approved	06/14/04	Direct Service Provision	
06/09/04	1	4735 A	MEDICAL CASE WORKER II	Hire	Critical Need - Provides direct client services	Approved	06/14/04	Direct Service Provision	
06/09/04	1	8103 A	MENTAL HEALTH PSYCHIATRIST	Hire	Critical Need - Provides direct client services	Approved	06/14/04	Direct Service Provision	
06/09/04	1	9034 A	COMMUNITY WORKER	Hire	Critical Need - Provides direct client services	Approved	06/14/04	Direct Service Provision	
06/23/04	1	4735 A	MENTAL HEALTH PSYCHIATRIST	Hire	Critical Need - Provides direct client services	Approved	06/25/04	Direct Service Provision	
06/23/04	1	8162 A	PSYCHIATRIC TECHNICIAN II	Hire	Critical Need - Provides direct client services	Approved	06/25/04	Direct Service Provision	
06/23/04	1	5471 A	CONSULTING SPECIALIST,MD	Hire	Critical Need - Provides direct client services	Approved	06/25/04	Direct Service Provision	
06/23/04	1	8103 A	COMMUNITY WORKER	Hire	Critical Need - Provides direct client services	Approved	06/25/04	Direct Service Provision	
06/28/04	1	9001 A	MEDICAL CASE WORKER I	Hire	Critical Need - Provides direct client services	Approved	06/30/04	Direct Service Provision	
06/28/04	1	1138 A	INTERMEDIATE CLERK	Hire	Critical Need	Pending		Pending review/additional information needed	
06/28/04	3	2214 A	INTERMEDIATE TYPIST-CLERK	Hire	Critical Need	Pending		Pending review/additional information needed	

Hires - Approved	57
Hires - Denied	2
Hires - Pending	4
Promotions - Approved	24
Promotions - Denied	0
Promotions - Pending	0
Total	87

Museum of Arts

28250

06/17/04	1	6973 F	PAINTER	Hire	Backfill - vacant positions	Approved	06/29/04	Concur with Department justification	
06/17/04	1	9353 F	CARPENTER,NC	Hire	Backfill - vacant positions	Approved	06/29/04	Concur with Department justification	
06/17/04	1	7745 A	REFRIGERATION MECHANIC	Hire	Backfill - vacant positions	Approved	06/29/04	Concur with Department justification	

HIRING AND PROMOTION REQUESTS
Fiscal Year 2003-04
4th Quarter (April - June)

Hires - Approved	3
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	0
Promotions - Denied	0
Promotions - Pending	0
Total	3

(continued)
Museum of Arts
28250

DEPARTMENT REQUEST							CAO DISPOSITION			
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial
(continued)										
Museum of Arts										
28250										
Hires - Approved 3										
Hires - Denied 0										
Hires - Pending 0										
Promotions - Approved 0										
Promotions - Denied 0										
Promotions - Pending 0										
Total 3										
Office of Public Safety										
16280										
04/07/04	1	2445 A	DISPATCHER I			Hire	Backfill - vacant positions	Approved	04/23/04	Direct Service Provision
04/07/04	1	6042 A	ASST AUTOMOTIVE EQUIPMENT COORD			Hire	Backfill - vacant positions	Approved	04/23/04	Concur with Department justification
04/07/04	1	0842 A	ACCOUNTING TECHNICIAN I			Hire	Backfill - vacant positions	Approved	04/23/04	Concur with Department justification
04/12/04	1	2214 A	INTERMEDIATE TYPIST-CLERK			Hire	Backfill - vacant positions	Approved	04/23/04	Concur with Department justification
04/14/04	1	1140 A	SENIOR CLERK			Hire	In lieu of the use of contract personnel	Approved	04/26/04	Concur with Department justification
04/27/04	1	2445 F	DISPATCHER I			Hire	Critical Need	Approved	05/17/04	Concur with Department justification
04/29/04	1	2824 A	SECURITY GUARD			Promote	Receiving an out-of-class bonus for over a year	Approved	05/19/04	Concur with Department justification
04/29/04	1	6040 A	AUTOMOTIVE MAINTENANCE ASSISTANT			Promote	Receiving an out-of-class bonus for over a year	Approved	05/19/04	Concur with Department justification
04/29/04	1	6026 A	COUNTY MESSENGER DRIVER			Promote	Receiving an out-of-class bonus for over a year	Approved	05/19/04	Concur with Department justification
05/03/04	1	2329 A	WAREHOUSE WORKER AID			Hire	Backfill - vacant positions	Approved	05/17/04	Concur with Department justification
05/03/04	1	1140 A	SENIOR CLERK			Hire	Backfill - vacant positions	Approved	06/04/04	Revenue offset
05/06/04	1	2591 A	INFORMATION SYSTEMS ANALYST II			Hire	Backfill - vacant positions	Approved	05/19/04	Critical Need
05/10/04	1	2343 A	PROCUREMENT AID			Hire	Backfill - vacant positions	Approved	06/08/04	Critical Need
05/10/04	1	1331 A	PAYROLL CLERK I			Hire	Backfill - vacant positions	Approved	06/08/04	Critical Need
05/14/04	1	1842 A	DEPARTMENTAL PERSONNEL ASSISTANT			Promote	Backfill - vacant higher level position	Approved	06/08/04	Concur with Department justification
06/07/04	1	2593 A	INFORMATION SYSTEMS COORDINATOR			Hire	Backfill - vacant higher level position	Approved	06/07/04	Critical Need
06/07/04	1	2836 A	CAPTAIN, OFFICE OF PUBLIC SAFETY			Hire	Backfill - vacant positions	Pending		Pending review/additional information needed
06/10/04	1	2838 A	ASST CHIEF, OFFICE OF PUBLIC SAFETY			Hire	Backfill - vacant positions	Pending		Pending review/additional information needed
06/15/04	1	8243 F	STUDENT PROFESSIONAL WORKER			Hire	Seasonal Hires	Approved	06/28/04	Concur with Department justification
06/18/04	1	0889 A	ADMINISTRATIVE ASSISTANT III			Hire	Backfill - vacant positions	Approved	06/28/04	Concur with Department justification
06/18/04	1	2214 A	INTERMEDIATE TYPIST-CLERK			Hire	Backfill - vacant positions	Pending		Pending review/additional information needed
06/28/04	1	2216 A	SENIOR TYPIST-CLERK			Hire	Backfill - vacant positions	Pending		Pending review/additional information needed

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

Office of Public Safety

16280

(continued)

Office of Public Safety
16280

Hires - Approved	14
Hires - Denied	0
Hires - Pending	4
Promotions - Approved	3
Promotions - Denied	0
Promotions - Pending	0
Total	21

Parks and Recreation

27640

04/14/04	1		6619 A	GENERAL MAINTENANCE WORKER	Hire	Critical-Health and Safety	Approved	05/11/04	Concur with Department justification
04/14/04	1		7269 A	PLUMBER	Hire	Critical-Health and Safety	Approved	05/11/04	Concur with Department justification
04/14/04	1		6601 A	CONSTRUCTION & REPAIR LABORER	Hire	Avoidance of Additional Cost	Approved	05/11/04	Cost avoidance
04/21/04	1		8800 F	RECREATION SERVICES MANAGER	Hire	Critical Position	Approved	04/23/04	Direct Service Provision
04/21/04	1	1843 A	1848 A	SENIOR DEPARTMENTAL PERSONNEL ASST DEPARTMENTAL PERSONNEL TECHNICIAN	Promote	Backfill - vacant positions	Approved	05/04/04	Concur with Department justification
05/06/04	1		0869 A	ADMINISTRATIVE ASSISTANT III	Hire	Backfill - vacant positions	Approved	06/04/04	Concur with Department justification
05/06/04	1		2109 A	MANAGEMENT SECRETARY III	Hire	Backfill - vacant positions	Approved	06/04/04	Concur with Department justification
05/06/04	1		1254 A	INTERMEDIATE CASHIER	Hire	Backfill - vacant positions	Approved	06/04/04	Concur with Department justification
05/06/04	1		8813 A	ASSISTANT GOLF DIRECTOR	Hire	Backfill - vacant positions	Approved	06/04/04	Concur with Department justification
05/06/04	1	8798 A	2370 A	RECREATION SERVICES SUPERVISOR ASSISTANT SUPPLY OFFICER I	Promote	Incumbent working out-of-class	Approved	06/04/04	Concur with Department justification
05/06/04	1		0907 A	STAFF ASSISTANT I	Hire	Backfill - vacant positions	Approved	06/04/04	Concur with Department justification
05/06/04	1		0648 A	ACCOUNTANT III	Hire	Backfill - vacant positions	Approved	06/04/04	Concur with Department justification
05/06/04	1		0642 A	ACCOUNTING TECHNICIAN I	Hire	Backfill - vacant positions	Approved	06/04/04	Concur with Department justification
05/13/04	1	8773 A	0977 A	REGIONAL OPERATIONS MGR, PARKS & REC ASST DIR, PARKS & RECREATION(UIC)	Promote	Backfill - vacant positions	Approved	06/04/04	Concur with Department justification
05/24/04	2		8767 A	ASST DIR, PARKS & RECREATION(UIC)	Hire	Backfill - vacant higher level position	Approved	06/28/04	Critical Need
06/08/04	9		8767 A	ASST DIR, PARKS & RECREATION(UIC)	Hire	Backfill - vacant higher level position	Approved	06/28/04	Critical Need
06/08/04	1	2590 A	0352 A	INFORMATION SYSTEMS ANALYST I GROUNDS MAINTENANCE WORKER I	Hire	Critical-Health and Safety	Pending		Pending review/additional information needed
06/08/04	1		2591 A	INFORMATION SYSTEMS ANALYST II	Promote	Incumbent working out-of-class	Approved	06/28/04	Concur with Department justification
06/09/04	1		6774 A	CUSTODIAN	Hire	Critical-Health and Safety	Pending		Pending review/additional information needed
06/09/04	1		8767 F	ASST DIR, PARKS & RECREATION(UIC)	Hire	Mission critical	Approved	06/28/04	Concur with Department justification
06/09/04	1		0301 A	EXECUTIVE OFFICER, ARBORETUM	Hire	Backfill - vacant higher level position	Approved	06/28/04	Concur with Department justification
06/09/04	1		0977 F	PROGRAM MANAGER I	Hire	Critical Position	Approved	06/28/04	Concur with Department justification
06/24/04	2		8845 A	ASST REGIONAL GROUNDS MAINT SUPVR	Hire	Critical Position	Pending		Pending review/additional information needed
06/24/04	7		8796 A	RECREATION SERVICES SUPERVISOR	Hire	Critical Position	Pending		Pending review/additional information needed
06/24/04	6		8798 A	RECREATION SERVICES LEADER	Hire	Critical Need - Provides direct client services	Pending		Pending review/additional information needed
06/24/04	1		8800 A	RECREATION SERVICES MANAGER	Hire	Critical Need - Provides direct client services	Pending		Pending review/additional information needed
06/24/04	1		8851 A	ASST REGIONAL RECREATION DIRECTOR	Hire	Critical Position	Pending		Pending review/additional information needed

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

(continued)
Parks and Recreation
27640

Hires - Approved	18
Hires - Denied	0
Hires - Pending	27
Promotions - Approved	4
Promotions - Denied	0
Promotions - Pending	0
Total	49

DEPARTMENT REQUEST							CAO DISPOSITION			
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial
(continued)										
Parks and Recreation										
27640										
<div>Hires - Approved18</div> <div>Hires - Denied0</div> <div>Hires - Pending27</div> <div>Promotions - Approved4</div> <div>Promotions - Denied0</div> <div>Promotions - Pending0</div> <div>Total49</div>										
Probation										
17000										
04/12/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	2214 A	INTERMEDIATE TYPIST-CLERK	Hire	Revenue Offset - Grant-funded	Approved	06/04/04	Concur with Department justification
04/12/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	1140 A	SENIOR CLERK	Promote	Receiving an out-of-class bonus for over a year	Approved	06/04/04	Concur with Department justification
04/12/04	1	8670 A	INVESTIGATOR AID, PROBATION			Hire	Backfill - vacant positions	Denied	06/14/04	Critical need not demonstrated by Department
04/13/04	1	8671 A	SENIOR INVESTIGATOR AID, PROBATION			Hire	Backfill - vacant positions	Approved	06/14/04	Concur with Department justification
04/28/04	1	6774 A	CUSTODIAN			Hire	Backfill - vacant positions	Approved	06/14/04	Concur with Department justification
04/28/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	2219 A	SUPERVISING TYPIST-CLERK	Promote	Backfill - vacant positions	Approved	06/14/04	Concur with Department justification
04/28/04	1	0647 A	ACCOUNTANT II			Hire	Backfill - vacant positions	Approved	06/14/04	Concur with Department justification
04/28/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	2521 A	PROGRAMMER ANALYST II	Hire	Backfill - vacant positions	Denied	06/14/04	Critical need not demonstrated by Department
04/28/04	1	2216 A	SENIOR TYPIST-CLERK			Hire	Backfill - vacant positions	Approved	06/14/04	Concur with Department justification
05/11/04	1	8670 A	INVESTIGATOR AID, PROBATION			Hire	Backfill - vacant positions	Approved	06/14/04	Concur with Department justification
05/11/04	1	8672 A	INVESTIGATOR, PRETRIAL SERVICES, PROB			Hire	Backfill - vacant positions	Approved	06/14/04	Concur with Department justification
05/11/04	1	8671 A	SENIOR INVESTIGATOR AID, PROBATION			Hire	Backfill - vacant positions	Approved	06/14/04	Concur with Department justification
05/11/04	1	2214 A	INTERMEDIATE TYPIST-CLERK			Hire	Backfill - vacant positions	Denied	06/14/04	Insufficient justification
05/11/04	1	2214 A	INTERMEDIATE TYPIST-CLERK			Hire	Backfill - vacant positions	Approved	06/14/04	Concur with Department justification
05/28/04	1	2216 A	SENIOR TYPIST-CLERK			Hire	Backfill - vacant positions	Approved	06/29/04	Concur with Department justification
05/28/04	1	2214 A	INTERMEDIATE TYPIST-CLERK			Hire	Backfill - vacant positions	Denied	06/29/04	Critical need not demonstrated by Department
05/28/04	1	2214 A	INTERMEDIATE TYPIST-CLERK			Hire	Backfill - vacant positions	Denied	06/29/04	Critical need not demonstrated by Department
06/02/04	1	8672 A	INVESTIGATOR, PRETRIAL SERVICES, PROB			Hire	Backfill - vacant positions	Approved	06/29/04	Concur with Department justification
06/02/04	1	8103 A	COMMUNITY WORKER			Hire	High Vacancy Rate	Approved	06/29/04	Concur with Department justification
06/02/04	1	1848 A	DEPARTMENTAL PERSONNEL TECHNICIAN			Hire	Backfill - vacant positions	Approved	06/29/04	Concur with Department justification
06/02/04	1	2214 A	INTERMEDIATE TYPIST-CLERK			Hire	Backfill - vacant positions	Approved	06/29/04	Concur with Department justification
06/02/04	2	2214 A	INTERMEDIATE TYPIST-CLERK			Hire	Backfill - vacant positions	Denied	06/29/04	Critical need not demonstrated by Department
06/02/04	1	2214 A	INTERMEDIATE TYPIST-CLERK			Hire	Backfill - vacant positions	Denied	06/29/04	Critical need not demonstrated by Department
06/02/04	1	2214 A	INTERMEDIATE TYPIST-CLERK			Hire	Backfill - vacant positions	Denied	06/29/04	Critical need not demonstrated by Department
06/02/04	1	2214 A	INTERMEDIATE TYPIST-CLERK			Hire	Backfill - vacant positions	Denied	06/29/04	Critical need not demonstrated by Department
06/02/04	1	1848 A	DEPARTMENTAL PERSONNEL TECHNICIAN			Hire	Backfill - vacant positions	Approved	06/29/04	Concur with Department justification
06/10/04	1	2214 A	INTERMEDIATE TYPIST-CLERK			Promote	Incumbent working out-of-class	Pending		Pending review/additional information needed
06/10/04	1	2634 A	ASST DIV CHIEF, SYSTEMS, PROBATION			Hire	Backfill - vacant positions	Pending		Pending review/additional information needed

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

(continued)

Probation

06/10/04	3	8103 A	COMMUNITY WORKER			Hire	Backfill - vacant positions	Pending		Pending review/additional information needed
06/10/04	1	1539 A	DELINQUENT ACCOUNT INVESTIGATOR			Hire	Backfill - vacant positions	Pending		Pending review/additional information needed
06/10/04	1	1136 A	CLERK	2214 A	INTERMEDIATE TYPIST-CLERK	Promote	Receiving an out-of-class bonus for over a year	Pending		Pending review/additional information needed
06/10/04	1	2094 A	SECRETARY I			Hire	Backfill - vacant positions	Pending		Pending review/additional information needed
06/14/04	1	8621 A	SENIOR PROBATION DIRECTOR			Hire	Backfill - vacant positions	Approved	06/17/04	Critical Need
06/14/04	1	2635 A	DIVISION CHIEF SYSTEMS PROBATION			Hire	Backfill - vacant positions	Approved	06/17/04	Critical Need
06/24/04	2	8673 A	SR INVESTIGATOR, PRETRIAL SERVS, PROB	8648 A	SPECIAL ASSISTANT PROBATION	Promote	Critical Need	Pending		Pending review/additional information needed

Hires - Approved	18
Hires - Denied	10
Hires - Pending	6
Promotions - Approved	2
Promotions - Denied	0
Promotions - Pending	4
Total	40

Public Defender

15200

03/30/04	5	9248 A	DEPUTY PUBLIC DEFENDER II			Hire	Backfill - vacant positions	Approved	04/08/04	Concur with Department justification
04/01/04	1	2098 A	SECRETARY V	2161 A	LEGAL OFFICE SUPPORT ASSISTANT II	Promote	Backfill - vacant positions	Approved	04/15/04	Critical Need
04/09/04	4	2801 A	INVESTIGATOR II, PD			Hire	Backfill - vacant positions	Approved	04/20/04	Critical Need
04/12/04	2	2096 A	SECRETARY III	2161 A	LEGAL OFFICE SUPPORT ASSISTANT II	Promote	Backfill - vacant positions	Approved	04/15/04	Critical Need
04/12/04	1	2160 A	LEGAL OFFICE SUPPORT ASSISTANT I	2161 A	LEGAL OFFICE SUPPORT ASSISTANT II	Promote	Backfill - vacant positions	Approved	04/15/04	Critical Need
04/19/04	1	2096 A	SECRETARY III	2161 A	LEGAL OFFICE SUPPORT ASSISTANT II	Promote	Backfill - vacant positions	Approved	04/19/04	Critical Need
04/19/04	5	2160 A	LEGAL OFFICE SUPPORT ASSISTANT I	2161 A	LEGAL OFFICE SUPPORT ASSISTANT II	Promote	Backfill - vacant positions	Approved	04/19/04	Critical Need
04/23/04	1	2214 A	INTERMEDIATE TYPIST-CLERK			Hire	Backfill - vacant positions	Approved	04/27/04	Critical Need
04/23/04	1	1842 A	DEPARTMENTAL PERSONNEL ASSISTANT			Hire	Critical Need	Approved	04/27/04	Concur with Department justification
04/23/04	2	2096 A	SECRETARY III			Hire	Backfill - vacant positions	Approved	04/27/04	Critical Need
05/14/04	5	9248 A	DEPUTY PUBLIC DEFENDER II			Hire	Backfill - vacant positions	Approved	05/18/04	Critical Need
05/14/04	2	0642 A	ACCOUNTING TECHNICIAN I			Hire	Backfill - vacant positions	Approved	05/18/04	Critical Need
05/19/04	1	1011 A	ADMINISTRATIVE DEPUTY, PUB DEFENDER			Hire	Backfill - vacant positions	Approved	05/26/04	Critical Need
06/24/04	6	9251 A	DEPUTY PUBLIC DEFENDER III	9252 A	DEPUTY PUBLIC DEFENDER IV	Promote	Backfill - vacant positions	Approved	06/29/04	Critical Need
06/24/04	11	9248 A	DEPUTY PUBLIC DEFENDER II	9251 A	DEPUTY PUBLIC DEFENDER III	Promote	Backfill - vacant positions	Approved	06/29/04	Critical Need
06/24/04	7	9246 A	DEPUTY PUBLIC DEFENDER I	9248 A	DEPUTY PUBLIC DEFENDER II	Promote	Backfill - vacant positions	Approved	06/29/04	Critical Need

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

(continued)

Public Defender

15200

Hires - Approved	21
Hires - Denied	0
Hires - Pending	0
Promotions - Approved	34
Promotions - Denied	0
Promotions - Pending	0
Total	55

Public Social Services

25900

04/01/04	1			0643 A	ACCOUNTING TECHNICIAN II	Hire	Critical Need	Approved	04/07/04	Critical Need
04/01/04	1			8023 A	HUMAN SERVICES ADMINISTRATOR III	Hire	Critical Need	Approved	04/07/04	Critical Need
04/05/04	100			9179 A	ELIGIBILITY WORKER II	Hire	Critical Need - Provides direct client services	Denied	04/28/04	No vacant allocated item
04/05/04	200			9179 A	ELIGIBILITY WORKER II	Hire	Critical Need - Provides direct client services	Approved	04/28/04	Direct Service Provision
04/07/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	1140 A	SENIOR CLERK	Promote	Critical Need	Approved	04/09/04	Critical Need
04/07/04	1	9051 A	SOCIAL WORKER	9058 A	SOCIAL SERVICES SUPERVISOR	Promote	Critical Need - Provides direct client services	Approved	04/08/04	Direct Service Provision
04/07/04	8	2214 A	INTERMEDIATE TYPIST-CLERK	1140 A	SENIOR CLERK	Promote	Critical Need - Provides direct client services	Approved	04/08/04	Direct Service Provision
04/07/04	1	9181 A	ELIGIBILITY SUPERVISOR	9008 A	APPEAL'S HEARING SPECIALIST	Promote	Critical Need - Provides direct client services	Approved	04/08/04	Direct Service Provision
04/07/04	1	9152 A	WELFARE FRAUD INVESTIGATOR	7976 A	ADMINISTRATIVE INVESTIGATOR,PSS	Promote	Critical Need - Provides direct client services	Approved	04/08/04	Direct Service Provision
04/07/04	1	9051 A	SOCIAL WORKER	9008 A	APPEAL'S HEARING SPECIALIST	Promote	Critical Need - Provides direct client services	Approved	04/08/04	Direct Service Provision
04/15/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	1174 A	SUPERVISING CLERK	Promote	Critical Need - Provides direct client services	Approved	04/18/04	Critical Need
04/21/04	1	9165 A	GAIN SERVICES WORKER	2888 A	INFORMATION SYSTEMS ANALYST AID	Promote	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/22/04	1	9051 A	SOCIAL WORKER	9008 A	APPEAL'S HEARING SPECIALIST	Promote	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/22/04	2	2214 A	INTERMEDIATE TYPIST-CLERK	1140 A	SENIOR CLERK	Promote	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
04/27/04	1	0578 A	ACCOUNTANT CLERK II	0642 A	ACCOUNTING TECHNICIAN I	Promote	Critical Need - Provides direct client services	Approved	04/27/04	Vacancy rate within accepted range
04/30/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	1140 A	SENIOR CLERK	Promote	Critical Need - Provides direct client services	Approved	04/27/04	Direct Service Provision
05/06/04	1	9181 A	ELIGIBILITY SUPERVISOR	9008 A	APPEAL'S HEARING SPECIALIST	Promote	Critical Need - Provides direct client services	Approved	05/03/04	Critical Need
05/06/04	1	9179 A	ELIGIBILITY WORKER II	9008 A	APPEAL'S HEARING SPECIALIST	Promote	Critical Need - Provides direct client services	Approved	05/10/04	Direct Service Provision
05/06/04	1	9165 A	GAIN SERVICES WORKER	9008 A	APPEAL'S HEARING SPECIALIST	Promote	Critical Need - Provides direct client services	Approved	05/10/04	Direct Service Provision
05/06/04	1	8021 A	HUMAN SERVICES ADMINISTRATOR I	8022 A	HUMAN SERVICES ADMINISTRATOR II	Promote	Critical Need - Provides direct client services	Approved	05/06/04	Direct Service Provision
05/06/04	1	0646 A	ACCOUNTANT I	0647 A	ACCOUNTANT II	Promote	Critical Need	Approved	05/06/04	Critical Need
05/11/04	75			2214 A	INTERMEDIATE TYPIST-CLERK	Hire	Critical Need - Provides direct client services	Approved	05/10/04	Direct Service Provision
05/11/04	1	1140 A	SENIOR CLERK	1174 A	SUPERVISING CLERK	Promote	Critical Need - Provides direct client services	Approved	05/12/04	Direct Service Provision
05/11/04	1	0851 A	SPECIAL SERVICES ASSISTANT II	8023 A	HUMAN SERVICES ADMINISTRATOR III	Promote	Critical Need	Approved	05/13/04	Critical Need
05/11/04	1	2530 A	PROGRAMMING SUPERVISOR II	8023 A	HUMAN SERVICES ADMINISTRATOR III	Promote	Critical Need	Approved	05/13/04	Critical Need
05/11/04	3	8021 A	HUMAN SERVICES ADMINISTRATOR I	8023 A	HUMAN SERVICES ADMINISTRATOR III	Promote	Critical Need	Approved	05/13/04	Critical Need
05/11/04	3	8022 A	HUMAN SERVICES ADMINISTRATOR II	8023 A	HUMAN SERVICES ADMINISTRATOR III	Promote	Critical Need	Approved	05/12/04	Critical Need
05/11/04	1	2595 A	INFORMATION SYSTEMS SUPERVISOR I	1004 A	ADMINISTRATIVE SERVICES MANAGER III	Promote	Critical Need	Approved	05/19/04	Critical Need
05/11/04	2	1003 A	ADMINISTRATIVE SERVICES MANAGER II	1004 A	ADMINISTRATIVE SERVICES MANAGER III	Promote	Critical Need	Approved	05/13/04	Critical Need
05/12/04	5	8021 A	HUMAN SERVICES ADMINISTRATOR I	8022 A	HUMAN SERVICES ADMINISTRATOR II	Promote	Critical Need	Approved	05/18/04	Critical Need

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

DEPARTMENT REQUEST							CAO DISPOSITION			
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial
(continued)										
Public Social Services										
25900										
05/12/04	1	1636 A	COHORNER INVESTIGATOR TRAINEE	9051 A	SOCIAL WORKER	Promote	Critical Need - Provides direct client services	Approved	05/17/04	Direct Service Provision
05/12/04	1	1004 A	ADMINISTRATIVE SERVICES MANAGER III	8014 A	DIVISION CHIEF PSS	Promote	Critical Need	Approved	05/19/04	Critical Need
05/13/04	1	8022 A	HUMAN SERVICES ADMINISTRATOR II	8023 A	HUMAN SERVICES ADMINISTRATOR III	Promote	Critical Need	Approved	05/19/04	Critical Need
05/14/04	11	8021 A	HUMAN SERVICES ADMINISTRATOR I	8023 A	HUMAN SERVICES ADMINISTRATOR III	Promote	Critical Need	Approved	05/19/04	Critical Need
05/14/04	1	2595 A	INFORMATION SYSTEMS SUPERVISOR I	8023 A	HUMAN SERVICES ADMINISTRATOR III	Promote	Critical Need	Approved	05/19/04	Critical Need
05/14/04	2	8022 A	HUMAN SERVICES ADMINISTRATOR II	1004 A	ADMINISTRATIVE SERVICES MANAGER III	Promote	Critical Need	Approved	05/19/04	Critical Need
05/14/04	1	8022 A	HUMAN SERVICES ADMINISTRATOR I	8022 A	HUMAN SERVICES ADMINISTRATOR II	Promote	Critical Need	Approved	05/19/04	Critical Need
05/19/04	1	8021 A	HUMAN SERVICES ADMINISTRATOR II	8023 A	HUMAN SERVICES ADMINISTRATOR III	Promote	Critical Need	Approved	05/21/04	Critical Need
05/19/04	1	8021 A	HUMAN SERVICES ADMINISTRATOR I	8022 A	HUMAN SERVICES ADMINISTRATOR II	Promote	Critical Need	Approved	05/21/04	Critical Need
05/25/04	3	2214 A	INTERMEDIATE TYPIST-CLERK	1140 A	SENIOR CLERK	Promote	Critical Need	Approved	06/01/04	Critical Need
05/26/04	1	2095 A	SECRETARY II	2097 A	SECRETARY IV	Promote	Critical Need	Approved	06/02/04	Critical Need
05/26/04	1	9050 A	SOCIAL WORKER TRAINEE	0889 A	ADMINISTRATIVE ASSISTANT III	Promote	Critical Need	Approved	06/02/04	Critical Need
05/26/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	2097 A	SECRETARY IV	Promote	Critical Need	Approved	06/02/04	Critical Need
05/26/04	1	0888 A	ADMINISTRATIVE ASSISTANT II	9008 A	APPEALS HEARING SPECIALIST	Promote	Critical Need - Provides direct client services	Approved	06/02/04	Critical Need
06/03/04	25			0350 F	GROUPS MAINTENANCE HELPER	Hire	Seasonal Hires	Approved	06/01/04	Direct Service Provision
06/03/04	30			1131 O	CLERICAL TRAINEE	Hire	Seasonal Hires	Approved	06/04/04	Concur with Department Justification
06/09/04	2	2214 A	INTERMEDIATE TYPIST-CLERK	1140 A	SENIOR CLERK	Promote	High Vacancy Rate	Approved	06/04/04	Concur with Department Justification
06/09/04	1	2329 A	WAREHOUSE WORKER AID	2331 A	WAREHOUSE WORKER I	Promote	High Vacancy Rate	Approved	06/14/04	Vacancy rate within accepted range
06/09/04	1	0643 A	ACCOUNTING TECHNICIAN II	0647 A	ACCOUNTANT II	Promote	Critical Need	Approved	06/14/04	Vacancy rate within accepted range
06/09/04	1	8021 A	HUMAN SERVICES ADMINISTRATOR I	8022 A	HUMAN SERVICES ADMINISTRATOR II	Promote	Incumbent working out-of-class	Approved	06/14/05	Concur with Department Justification
06/09/04	1	9165 A	GAIN SERVICES WORKER	2590 A	INFORMATION SYSTEMS ANALYST I	Promote	Critical Need	Denied	06/15/04	No vacant budgeted item
06/09/04	1	1136 A	CLERK	2329 A	WAREHOUSE WORKER AID	Promote	High Vacancy Rate	Approved	06/14/04	Vacancy rate within accepted range
06/09/04	1	1138 A	INTERMEDIATE CLERK	0735 A	INVENTORY CONTROL ASSISTANT I	Promote	High Vacancy Rate	Approved	06/14/04	Vacancy rate within accepted range
06/09/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	0735 A	INVENTORY CONTROL ASSISTANT I	Promote	High Vacancy Rate	Approved	06/14/04	Vacancy rate within accepted range
06/09/04	1	0578 A	ACCOUNT CLERK II	0735 A	INVENTORY CONTROL ASSISTANT I	Promote	High Vacancy Rate	Approved	06/14/04	Vacancy rate within accepted range
06/09/04	1	1174 A	SUPERVISING CLERK	1842 A	DEPARTMENTAL PERSONNEL ASSISTANT	Promote	Incumbent working out-of-class	Approved	06/14/04	Concur with Department Justification
06/09/04	1	9181 A	ELIGIBILITY SUPERVISOR	2591 A	INFORMATION SYSTEMS ANALYST II	Promote	Critical Need	Denied	06/15/04	No vacant budgeted item
06/09/04	2	9179 A	ELIGIBILITY WORKER II	2591 A	INFORMATION SYSTEMS ANALYST II	Promote	Critical Need	Approved	06/15/04	Critical Need
06/09/04	1	9165 A	GAIN SERVICES WORKER	2590 A	INFORMATION SYSTEMS ANALYST I	Promote	Critical Need	Approved	06/15/04	Critical Need
06/09/04	1	9179 A	ELIGIBILITY WORKER II	2591 A	INFORMATION SYSTEMS ANALYST II	Promote	Critical Need	Approved	06/15/04	Critical Need
06/16/04	1			8023 A	HUMAN SERVICES ADMINISTRATOR III	Hire	Critical Need - workload issues	Approved	06/15/04	No vacant budgeted item
06/16/04	1			8022 A	HUMAN SERVICES ADMINISTRATOR II	Hire	Critical Need - workload issues	Approved	06/23/04	Concur with Department Justification
06/18/04	2	1140 A	SENIOR CLERK	1842 A	DEPARTMENTAL PERSONNEL ASSISTANT	Promote	Critical Need	Approved	06/24/04	Critical Need
06/18/04	2	2590 A	INFORMATION SYSTEMS ANALYST I	2591 A	INFORMATION SYSTEMS ANALYST II	Promote	Critical Need	Approved	06/24/04	Critical Need
06/18/04	1	9179 A	ELIGIBILITY WORKER II	2588 A	INFORMATION SYSTEMS ANALYST AID	Promote	Critical Need	Approved	06/24/04	Critical Need
06/18/04	1	8021 A	HUMAN SERVICES ADMINISTRATOR I	8022 A	HUMAN SERVICES ADMINISTRATOR II	Promote	Critical Need	Approved	06/24/04	Critical Need
06/18/04	2	2214 A	INTERMEDIATE TYPIST-CLERK	1140 A	SENIOR CLERK	Promote	Critical Need	Denied	06/24/04	Critical need not demonstrated by Department
06/18/04	3	9051 A	SOCIAL WORKER	9058 A	SOCIAL SERVICES SUPERVISOR	Promote	Critical Need - Provides direct client services	Approved	06/24/04	Direct Service Provision
06/18/04	1	9165 A	GAIN SERVICES WORKER	2590 A	INFORMATION SYSTEMS ANALYST I	Promote	Critical Need	Approved	06/21/04	Direct Service Provision
06/28/04	1			1060 A	BUDGET & FISCAL SERVICES MANAGER	Hire	Critical Need - workload issues	Approved	06/24/04	Critical Need
06/28/04	1			8023 A	HUMAN SERVICES ADMINISTRATOR III	Hire	Critical Need - workload issues	Approved	07/01/04	Concur with Department Justification
06/29/04	1			9179 A	ELIGIBILITY WORKER II	Hire	Critical Need - Provides direct client services	Approved	06/29/04	Direct Service Provision
06/30/04	1	9165 A	GAIN SERVICES WORKER	2590 A	INFORMATION SYSTEMS ANALYST I	Promote	Critical Need	Approved	07/07/04	Critical Need
06/30/04	1	9179 A	ELIGIBILITY WORKER II	2591 A	INFORMATION SYSTEMS ANALYST II	Promote	Critical Need	Approved	07/07/04	Critical Need
06/30/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	1140 A	SENIOR CLERK	Promote	Critical Need	Denied	07/07/04	Insufficient justification
06/30/04	1			0642 A	ACCOUNTING TECHNICIAN I	Hire	Critical Need	Denied	07/07/04	No vacant budgeted item
06/30/04	1			2343 A	PROCUREMENT AID	Hire	Critical Need	Approved	07/07/04	Critical Need

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

Public Social Services

25900

06/30/04	1	9181 A	ELIGIBILITY SUPERVISOR	2591 A	INFORMATION SYSTEMS ANALYST II	Promote	Critical Need	Approved	07/07/04	Critical Need
----------	---	--------	------------------------	--------	--------------------------------	---------	---------------	----------	----------	---------------

Hires - Approved	339
Hires - Denied	101
Hires - Pending	0
Promotions - Approved	98
Promotions - Denied	6
Promotions - Pending	0
Total	544

Regional Planning

19390

04/21/04	1			8243 F	STUDENT PROFESSIONAL WORKER	Hire	Seasonal Hires	Approved	05/19/04	Revenue offset
06/10/04	1			4430 A	REGIONAL PLANNING ASSISTANT II	Hire	Backfill - vacant positions	Denied	06/29/04	Critical need not demonstrated by Department
06/10/04	2			4430 A	REGIONAL PLANNING ASSISTANT II	Hire	Revenue Offset - Grant-funded	Approved	06/29/04	Revenue offset

Hires - Approved	3
Hires - Denied	1
Hires - Pending	0
Promotions - Approved	0
Promotions - Denied	0
Promotions - Pending	0
Total	4

Registrar-Recorder/County Clerk

11300

04/26/04	1	1138 A	INTERMEDIATE CLERK	1140 A	SENIOR CLERK	Promote	Incumbent working out-of-class	Approved	05/27/04	Concur with Department justification
04/26/04	1	1136 A	CLERK	1140 A	SENIOR CLERK	Promote	Incumbent working out-of-class	Approved	05/27/04	Concur with Department justification
04/26/04	1			7046 A	MICROFILM CAMERA OPERATOR II	Hire	Critical Need - workload issues	Approved	05/27/04	Revenue offset
04/26/04	1	2212 A	TYPIST-CLERK	2214 A	INTERMEDIATE TYPIST-CLERK	Hire	Incumbent working out-of-class	Approved	07/07/04	Concur with Department justification
04/26/04	4			1138 A	INTERMEDIATE CLERK	Hire	Critical Need - workload issues	Approved	05/27/04	Revenue offset
04/26/04	1	9304 F	CLERK/NC	1138 A	INTERMEDIATE CLERK	Promote	Critical Need - workload issues	Approved	05/27/04	Revenue offset
04/26/04	1	1136 A	CLERK	1138 A	INTERMEDIATE CLERK	Promote	Critical Need - workload issues	Approved	05/27/04	Revenue offset
04/26/04	2			1138 A	INTERMEDIATE CLERK	Hire	Critical Need	Pending		Pending review/additional information needed
04/26/04	1			1138 A	INTERMEDIATE CLERK	Hire	Critical Need	Denied	06/04/04	Critical need not demonstrated by Department
04/26/04	1			1253 A	CASHIER	Hire	High Vacancy Rate	Approved	05/27/04	Vacancy rate within accepted range
04/26/04	1	1138 A	INTERMEDIATE CLERK	1140 A	SENIOR CLERK	Promote	Incumbent working out-of-class	Approved	05/27/04	Concur with Department justification
04/26/04	1	1138 A	INTERMEDIATE CLERK	1140 A	SENIOR CLERK	Promote	Incumbent working out-of-class	Approved	05/27/04	Concur with Department justification
04/26/04	1			1331 A	PAYROLL CLERK I	Hire	Critical Need - workload issues	Approved	05/27/04	Vacancy rate within accepted range

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

(continued)

Registrar-Recorder/County Clerk

11300										
04/26/04	1	1138 A	INTERMEDIATE CLERK	0907 A	STAFF ASSISTANT I	Hire	Backfill - vacant positions	Approved	05/27/04	Vacancy rate within accepted range
04/26/04	1	0577 A	ACCOUNT CLERK I	2216 A	SENIOR TYPIST-CLERK	Promote	Incumbent working out-of-class	Approved	07/07/04	Concur with Department justification
04/29/04	1	1854 A	PERSONNEL OFFICER III	1140 A	SENIOR CLERK	Promote	Incumbent working out-of-class	Approved	07/01/04	Concur with Department justification
06/08/04	3			1122 A	DIVISION MANAGER,REG-REC/CO CLERK	Promote	Critical Position	Approved	05/17/04	Critical Need
06/08/04	1	1002 A	ADMINISTRATIVE SERVICES MANAGER I	1156 A	FIELD REPRESENTATIVE,REG-REC	Hire	Critical Need - workload issues	Pending		Pending review/additional information needed
06/08/04	2			1003 A	ADMINISTRATIVE SERVICES MANAGER II	Promote	Incumbent working out-of-class	Pending		Pending review/additional information needed
06/08/04	1	1136 A	CLERK	0843 A	ACCOUNTING TECHNICIAN II	Hire	Critical Need	Pending		Pending review/additional information needed
06/08/04	1	1136 A	CLERK	1174 A	SUPERVISING CLERK	Promote	Incumbent working out-of-class	Pending		Pending review/additional information needed
06/08/04	1	1136 A	CLERK	1138 A	INTERMEDIATE CLERK	Promote	Incumbent working out-of-class	Pending		Pending review/additional information needed
06/10/04	1			0846 A	ACCOUNTANT I	Hire	Critical Need	Pending		Pending review/additional information needed
06/11/04	3			1854 A	PERSONNEL OFFICER III	Hire	Critical Position	Approved	06/17/04	Critical Need
06/11/04	1			9304 F	CLERK,NC	Hire	Seasonal Hires	Approved	06/01/28/04	Critical Need
06/11/04	17			9312 F	ELECTION ASSISTANT I,NC	Hire	Seasonal Hires	Approved	06/28/04	Critical Need
06/15/04	1			9313 F	ELECTION ASSISTANT II,NC	Hire	Seasonal Hires	Approved	06/28/04	Critical Need
06/24/04	1			0648 A	ACCOUNTANT III	Hire	Backfill - vacant positions	Pending		Pending review/additional information needed
				1126 A	ELECTION PROGRAMS COORDINATOR	Hire	Critical Need	Approved	07/01/04	Vacancy rate within accepted range

Hires - Approved	32
Hires - Denied	1
Hires - Pending	9
Promotions - Approved	10
Promotions - Denied	0
Promotions - Pending	3
Total	55

Sheriff

15681

04/05/04	1	2828 A	SECURITY OFFICER,SHERIFF	2745 A	LAW ENFORCEMENT TECHNICIAN	Promote	Critical Position	Approved	04/14/04	Critical Need
04/05/04	1			2745 A	LAW ENFORCEMENT TECHNICIAN	Hire	Critical Position	Approved	04/14/04	Critical Need
04/05/04	1			0996 A	ASST DIR,BUREAU OPERATIONS,SHERIFF	Hire	Critical Need	Approved	06/08/04	Concur with Department justification
04/07/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	2201 A	TRANSCRIBER TYPIST	Promote	Critical Need - workload issues	Approved	04/14/04	Concur with Department justification
04/12/04	1	2719 A	LIEUTENANT	2721 A	CAPTAIN	Promote	Critical-Health and Safety	Approved	04/14/04	Critical Need
04/13/04	1	2235 A	WORD PROCESSOR II	2745 A	LAW ENFORCEMENT TECHNICIAN	Promote	Critical Position	Approved	05/17/04	Critical Need
04/20/04	1			0647 A	ACCOUNTANT II	Hire	Critical Need - workload issues	Approved	05/17/04	Concur with Department justification
04/20/04	1			8242 A	STUDENT WORKER	Hire	Critical Need - workload issues	Approved	05/17/04	Concur with Department justification
04/21/04	1	2218 A	CUSTODY RECORDS CLERK II,SHERIFF	2564 A	SYSTEMS AID	Promote	Critical Need	Approved	05/17/04	Critical Need
04/26/04	1	2239 A	COURT RECORDS SYS CLERK II,SHERIFF	1228 A	OPERATIONS ASSISTANT I,SHERIFF	Promote	Critical Need - workload issues	Approved	05/17/04	Critical Need
04/26/04	1			2745 A	LAW ENFORCEMENT TECHNICIAN	Hire	Critical Position	Approved	05/17/04	Critical Need
05/03/04	1	2719 A	LIEUTENANT	2721 A	CAPTAIN	Promote	Critical-Health and Safety	Approved	05/17/04	Critical Need
05/05/04	1	2420 A	TELEPHONE OPERATOR	2745 A	LAW ENFORCEMENT TECHNICIAN	Promote	Critical-Health and Safety	Approved	05/17/04	Critical Need
05/10/04	1			2102 A	SENIOR SECRETARY III	Hire	Backfill - vacant positions	Approved	06/15/04	Concur with Department justification
05/10/04	1			1004 A	ADMINISTRATIVE SERVICES MANAGER III	Hire	Critical Need	Approved	06/08/04	Concur with Department justification
05/10/04	1			2719 A	LIEUTENANT	Hire	Critical-Health and Safety	Approved	05/27/04	Critical Need

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

DEPARTMENT REQUEST							CAO DISPOSITION			
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial
(continued)										
Sheriff										
15681										
05/10/04	1	2214 A	INTERMEDIATE TYPIST-CLERK	2216 A	SENIOR TYPIST-CLERK	Promote	Critical Need - workload issues	Approved	06/15/04	Concur with Department justification
05/10/04	1	1132 A	SHERIFF STATION CLERK I	1133 A	SHERIFF STATION CLERK II	Promote	Paired-Class Promotion	Approved	05/27/04	Concur with Department justification
05/11/04	1			0643 A	ACCOUNTING TECHNICIAN II	Hire	Critical Need	Pending		Pending review/additional information needed
05/11/04	1			6619 A	GENERAL MAINTENANCE WORKER	Hire	Critical Position	Approved	05/27/04	Critical Need
05/11/04	1			8242 F	STUDENT WORKER	Hire	Critical Need - workload issues	Approved	06/15/04	Concur with Department justification
05/17/04	1	1138 A	INTERMEDIATE CLERK	2217 A	CUSTODY RECORDS CLERK I, SHERIFF	Promote	Critical Position	Pending		Pending review/additional information needed
05/24/04	1			1063 A	DIRECTOR, JAIL PROGRAMS, SHERIFF	Hire	Critical Need	Pending		Pending review/additional information needed
05/25/04	4			2217 A	CUSTODY RECORDS CLERK I, SHERIFF	Hire	Critical Position	Pending		Pending review/additional information needed
05/25/04	1			2745 A	LAW ENFORCEMENT TECHNICIAN I	Hire	Critical Position	Pending		Pending review/additional information needed
05/26/04	1			4331 A	CRIMINALISTICS LABORATORY TECH	Hire	Critical Need	Pending		Pending review/additional information needed
05/26/04	1	6416 A	INTERMEDIATE FOOD SERVICE WORKER	1138 A	INTERMEDIATE CLERK	Promote	Critical Need - workload issues	Pending		Pending review/additional information needed
05/26/04	1	1229 A	OPERATIONS ASSISTANT II, SHERIFF	1230 A	OPERATIONS ASSISTANT III, SHERIFF	Promote	Critical Need	Pending		Pending review/additional information needed
06/01/04	1			0647 A	ACCOUNTANT II	Hire	Critical Need	Pending		Pending review/additional information needed
06/01/04	1	1230 A	OPERATIONS ASSISTANT III, SHERIFF	1002 A	ADMINISTRATIVE SERVICES MANAGER I	Promote	Critical Need	Pending		Pending review/additional information needed
06/01/04	1			0642 A	ACCOUNTING TECHNICIAN I	Hire	Critical Need	Pending		Pending review/additional information needed
06/01/04	1			6619 A	GENERAL MAINTENANCE WORKER	Hire	Critical Position	Approved	06/15/04	Critical Need
06/01/04	1	0643 A	ACCOUNTING TECHNICIAN II	0647 A	ACCOUNTANT II	Promote	Critical Need	Pending		Pending review/additional information needed
06/02/04	1			6632 A	LAUNDRY WORKER	Hire	Critical Position	Approved	06/15/04	Critical Need
06/04/04	1			8243 A	STUDENT PROFESSIONAL WORKER	Hire	Critical Need - workload issues	Approved	06/15/04	Concur with Department justification
06/04/04	1	2331 A	WAREHOUSE WORKER I	2332 A	WAREHOUSE WORKER II	Promote	Critical Need	Pending		Pending review/additional information needed
06/07/04	1			2745 A	LAW ENFORCEMENT TECHNICIAN	Hire	Critical Position	Pending		Pending review/additional information needed
06/07/04	1			4921 A	MANAGER, FOOD SERVICES, SHERIFF	Hire	Critical Need	Pending		Pending review/additional information needed
06/07/04	1			1003 A	ADMINISTRATIVE SERVICES MANAGER II	Hire	Critical Need	Approved	06/08/04	Concur with Department justification
06/07/04	1	2420 A	TELEPHONE OPERATOR	2745 A	LAW ENFORCEMENT TECHNICIAN	Promote	Critical Position	Pending		Pending review/additional information needed
06/10/04	1			2214 A	INTERMEDIATE TYPIST-CLERK	Hire	Critical Need - workload issues	Pending		Pending review/additional information needed
06/10/04	1	1133 A	SHERIFF STATION CLERK II	2745 A	LAW ENFORCEMENT TECHNICIAN	Promote	Critical Position	Pending		Pending review/additional information needed
06/10/04	1			2590 A	INFORMATION SYSTEMS ANALYST I	Hire	Critical Need - workload issues	Pending		Pending review/additional information needed
06/15/04	1			9372 F	SHEET METAL WORKER, NC	Hire	Critical Position	Approved	07/19/04	Critical Need
06/15/04	1	2585 A	SENIOR SYSTEMS AID	2590 A	INFORMATION SYSTEMS ANALYST I	Promote	Critical Need - workload issues	Pending		Pending review/additional information needed
06/16/04	2	2742 A	PARKING CONTROL OFFICER	2743 A	SUPERVISING PARKING CONTROL OFFICER	Promote	Critical Position	Approved	07/19/04	Critical Need
06/21/04	2			2217 A	CUSTODY RECORDS CLERK I, SHERIFF	Hire	Critical Position	Pending		Pending review/additional information needed
06/22/04	1	2216 A	SENIOR TYPIST-CLERK	1228 A	OPERATIONS ASSISTANT I, SHERIFF	Promote	Critical Need - workload issues	Pending		Pending review/additional information needed
06/22/04	1	1138 A	INTERMEDIATE CLERK	2745 A	LAW ENFORCEMENT TECHNICIAN	Promote	Critical Position	Pending		Pending review/additional information needed
06/22/04	1			4331 A	CRIMINALISTICS LABORATORY TECH	Hire	Critical Need	Pending		Pending review/additional information needed
06/24/04	1	6836 A	SENIOR LAUNDRY WORKER	2329 A	WAREHOUSE WORKER AID	Promote	Critical Need - workload issues	Approved	07/19/04	Concur with Department justification
06/24/04	1	7494 A	SENIOR HELICOPTER MECHANIC	7498 A	CHIEF HELICOPTER MAINTENANCE	Promote	Critical Position	Approved	07/19/04	Critical Need
06/29/04	3			6619 A	GENERAL MAINTENANCE WORKER	Hire	Critical Position	Approved	07/19/04	Critical Need
06/29/04	3			1140 A	SENIOR CLERK	Hire	Critical Need - workload issues	Pending		Pending review/additional information needed
06/29/04	1			9304 F	CLERK, NC	Hire	Critical Need - workload issues	Pending		Pending review/additional information needed
06/30/04	1			2217 A	CUSTODY RECORDS CLERK I, SHERIFF	Hire	Critical Position	Pending		Pending review/additional information needed

HIRING AND PROMOTION REQUESTS **Fiscal Year 2003-04** **4th Quarter (April - June)**

Hires - Approved	18
Hires - Denied	0
Hires - Pending	22
Promotions - Approved	14
Promotions - Denied	0
Promotions - Pending	11
Total	65

Sheriff
15661

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

(continued)

Treasurer and Tax Collector
10950

03/18/04	1	0665 A	ACCOUNTING SYSTEMS TECHNICIAN	2573 A	INFORMATION SYSTEMS MANAGER I	Hire	Critical Need - workload issues	Denied	04/26/04	Critical need not demonstrated by Department
03/18/04	1	0665 A	ACCOUNTING SYSTEMS TECHNICIAN	0656 A	ACCOUNTING OFFICER I	Promote	Mission critical	Approved	06/29/04	Recovery through IFT verified
03/18/04	3	1539 A	DELINQUENT ACCOUNT INVESTIGATOR	1530 A	COURT SPECIALIST I, TTC	Promote	Receiving an out-of-class bonus for over a year	Approved	04/26/04	Recovery through IFT verified
03/18/04	1	1530 A	COURT SPECIALIST I, TTC	1531 A	COURT SPECIALIST II, TTC	Promote	Receiving an out-of-class bonus for over a year	Approved	04/26/04	Recovery through IFT verified
03/18/04	1	0657 A	ACCOUNTING OFFICER II	0656 A	ACCOUNTING OFFICER III	Promote	Critical Need	Approved	04/26/04	Revenue generating
03/18/04	1	1367 A	TAX SERVICES CLERK II	2596 A	INFORMATION SYSTEMS SUPERVISOR II	Hire	Critical Need - workload issues	Approved	04/26/04	Revenue generating
03/18/04	1	0890 A	CONTRACT ANALYST, TTC	0890 A	CONTRACT ANALYST, TTC	Hire	Critical Need - workload issues	Approved	04/26/04	Concur with Department justification
03/18/04	1	0527 A	ASSISTANT OPERATIONS CHIEF, TTC	2591 A	INFORMATION SYSTEMS ANALYST II	Hire	Critical Need - workload issues	Approved	04/26/04	Revenue generating
03/18/04	1	0577 A	ACCOUNT CLERK I	2593 A	INFORMATION SYSTEMS COORDINATOR	Hire	Critical Need - workload issues	Approved	04/26/04	Revenue generating
03/18/04	1	0507 A	SENIOR FINANCE ANALYST	0642 A	ACCOUNTING TECHNICIAN I	Hire	Critical Need - workload issues	Approved	04/26/04	Revenue generating
03/18/04	1	0648 A	ACCOUNTANT III	0643 A	CASH SYSTEMS ANALYST	Hire	Critical Need - workload issues	Approved	04/26/04	Revenue generating
03/18/04	1	0483 A	WAREHOUSE WORKER II	1372 A	CHIEF TAX SERVICES	Hire	Critical Need - workload issues	Approved	04/26/04	Concur with Department justification
04/07/04	1	2573 A	INFORMATION SYSTEMS MANAGER I	0646 A	ACCOUNTANT I	Hire	Critical Need - workload issues	Approved	05/17/04	Concur with Department justification
05/03/04	1	0643 A	ACCOUNTING TECHNICIAN II	0542 A	ASSISTANT TREASURER TAX COLLECTOR	Hire	Mission critical	Approved	05/27/04	Revenue generating
06/01/04	1	0542 A	ASSISTANT TREASURER TAX COLLECTOR			Hire	Mission critical	Approved	06/17/04	Concur with Department justification

HIRING AND PROMOTION REQUESTS
Fiscal Year 2003-04
4th Quarter (April - June)

DEPARTMENT REQUEST								CAO DISPOSITION		
Date Requested	No of Positions Requested	Item and Sub No	Classification From	Item and Sub No	Classification To	Hire / Promote	Justification	Approved / Denied / Pending	Date of Approval / Denial	Reason for Approval / Denial

(continued)

Treasurer and Tax Collector
10950

Hires - Approved	16
Hires - Denied	1
Hires - Pending	0
Promotions - Approved	7
Promotions - Denied	0
Promotions - Pending	0
Total	24

Summary Total	
Hires - Approved	709
Hires - Denied	135
Hires - Pending	102
Promotions - Approved	359
Promotions - Denied	35
Promotions - Pending	44
Total	1,384